

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
June 4, 1943

The regular monthly meeting of the Board of Directors was held on June 4, 1943 at 4:00 O.M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Miss Taylor
Mr. Dickinson
Mr. Flinn

Mr. Ray, the Chairman, presided.

The minutes of the Annual meeting held on May 6, 1943 were read, approved, and ordered filed.

The Chairman called for the Acting Librarian's report. The Acting Librarian read her report covering the month of May, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, List of bills no 74 and 75), and Mr. Flinn moved that the bills be

Minutes of a Meeting of the
Board of Directors
of
Kanawha County Public Library
Held on
June 4, 1943

The regular monthly meeting of the Board of Directors
was held on June 4, 1943 at 8:00 P.M. in the Board Room of
the Library.

The following members were present:

Mr. W. H. ...
Mrs. ...
Miss ...
Mr. ...
Mr. ...

Mr. ... and Chairman, presided.

The minutes of the Annual Meeting held on May 2, 1943
were read, approved, and signed.

The Chairman called for the Acting Librarian's report.
The Acting Librarian read her report covering the month of
May, which report was accepted and ordered filed, and the
Acting Librarian was thanked for her report and for her
at all times desirable.

The Acting Librarian submitted the bills which had been
approved by the Book Committee and the Finance Committee, list
of bills no 74 and 75, and Mr. Flynn moved that the bills be

approved by the Library Board and transmitted to the Board of Education (List No. 75), and to the Finance Committee (List No. 74) for payment, the motion was seconded by Miss Taylor and carried.

The Acting Librarian presented a memorandum in reference to personnel vacancies and salary budget surpluses. After full discussion Miss Taylor moved that the following resolutions be adopted:

RESOLVED, That Mrs. Geraldine Bond be employed as a substitute to replace Mr. Simmons June 7-30 (in the event that Mr. Simmons is drafted) at a salary of \$84.00 or \$4.00 per working day.

RESOLVED, That Joy Bromberg be employed as a clerical to replace Mrs. Armstrong at a salary of \$60.00 per month.

RESOLVED, That the Acting Librarian be authorized to employ a Bookmobile Driver in the event the present driver is enrolled in military service.

RESOLVED, That John Blair be employed for full-time work during the summer months (June, July, August) at a salary of \$50.00 per month.

The motions were seconded by Mrs. Rummel and, a vote being taken, they were unanimously adopted.

A letter of resignation from Miss Alma Baumeister who has joined the Women's Auxiliary Army Corps was read. The resignation was accepted with regret and the Acting Librarian was directed to notify Miss Baumeister of the Board's action.

The Chairman stated that Miss Helen Bartlett whose application had been approved at the December 4, 1943 meeting.

was now available for the vacancy caused by Miss Baumeister's resignation. Mr. Dickinson moved the adoption of the following resolution:

RESOLVED, That Miss Helen Bartlett be employed as an assistant in the Adult Department to replace Miss Baumeister.

Miss Taylor seconded the motion, and, a vote being taken, it was duly adopted.

The Chairman stated that Mr. Robert Simmons would be called for his final physical examination for enlistment in military service on June 7, 1943. Miss Taylor moved the adoption of the following resolution:

RESOLVED, That Mr. Simmons be granted a leave of absence without salary in the event that he is enrolled in military service.

The motion was seconded by Mrs. Rummel and, a vote being taken, was unanimously adopted.

The Acting Librarian presented the applications of seven candidates for the position of general assistant in the event Mr. Simmons is inducted into military service. After some discussion the Acting Librarian, on a motion duly made, seconded, and adopted, was authorized to employ one of the applicants listed in order of preference:

Miss Roberta Stevens
Miss May von Glan
Miss Edna Miller
Mrs. Geraldine Wells Bond
Mrs. Audrey Major
Miss Clara Scott
Miss Ruth Dacus

The Chairman presented a petition signed by members of the Library staff in which an extension of the vacation period from 14 to 18 days was requested. After a discussion of the advantages and disadvantages of such an extension the adoption of the following motion was moved by Mrs. Rummel:

RESOLVED, That the basic yearly vacation with pay for members of the library staff be as follows:

Professional members	3 calendar weeks
Clerical members	2 calendar weeks
Pages	1 calendar week

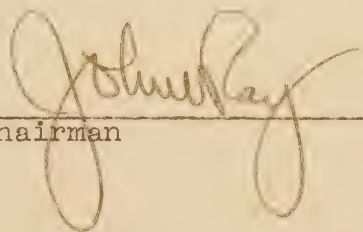
and that the Librarian be authorized to grant leaves with pay not to exceed two weeks, at his descretion, when such leave shall be for the purpose of attending an accredited library school.

RESOLVED FURTHER, That vacations periods be computed on the basis of employment during the fiscal year.

The motion was seconded by Mr. Dickinson and carried.

The Acting Librarian asked for the opinion of the members of the Board on the question of reducing the loan period for popular books from 14 to 7 days. It was decided that such a change was advisable.

There being no further business, the meeting, on motion, was adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
JULY 2, 1943

The regular monthly meeting of the Board of Directors was held on July 2, 1943 at 4:00 P.M. in the Board room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Mr. Robertson
Miss Taylor
Mrs. Clark
Mr. Dayton

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on June 4, 1943 were read, approved, and ordered filed.

The Chairman called for the Acting Librarian's report. The Acting Librarian read her report covering the month of June, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (list of bills Nos. 76 and 77), and Mr. Robertson moved that

the bills be approved by the Library Board and transmitted to the Board of Education (List No. 77), and to the Finance Committee (List No. 76), for payment. The motion was seconded and carried.

The Acting Librarian presented the applications of two candidates for positions open on the Library Staff.

Mr. Robertson moved the following resolution:

RESOLVED, That Mr. William Lee Allen
be employed as Bookmobile
Driver to replace Mr. Herz
at a salary of \$125.00 per
month.

The motion was seconded by Mrs. Clark, and, a vote being taken, was unanimously adopted.

Miss Taylor moved that the following resolution be adopted:

RESOLVED, That Miss Jean Davisson Boyles be
employed as page to replace Miss
Betty Jo Staats at a salary of
\$25.00 per month.

The motion was seconded by Mr. Robertson and carried.

The Chairman stated that the Secretary, Mrs. Wolfe, wished to resign in the event her husband is inducted into the army.

Mrs. Clark moved the following resolution:

RESOLVED, That the Acting Librarian be authorized
to employ a secretary at a salary of
\$95.00 per month to replace Mrs. Wolfe
whose resignation will become effective
as soon as a new secretary can be found.

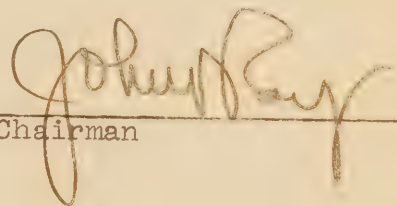
The motion was seconded by Mr. Robertson and carried.

The Chairman presented the resignation of Mr. Fred E, Herz Bookmobile driver. The resignation was accepted.

The Chairman presented a letter from Mrs. Isabelle M. Walsh, President, of the Board of Trustees of the South Charleston Library. Mrs. Walsh requested the Kanawha County Public Library's assistance in the provision of books and advice in operating a library. After full discussion it was decided that the Chairman should appoint a special committee to investigate the advisability of complying with the request of the South Charleston Library. The Chairman named the following committee:

Mrs. Clarke
Miss Taylor
Mrs. Rummel

There being no further business, the meeting, on motion, was adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
AUGUST 6, 1943

The regular monthly meeting of the Board of Directors was held on August 6, 1943 at 4:00 P.M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Miss Taylor
Mrs. Clark
Mr. Flinn

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on July 2, 1943 were read, approved, and ordered filed.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of July, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (list of bills Nos. 78 and 79), and Mrs. Clarke moved, Miss Taylor seconding, that the bills be approved by the Library

Board and transmitted to the Board of Education (List No. 79) and to the Finance Committee (List No. 78) for payment. The motion was carried.

The Chairman presented the proposed budget for the fiscal year 1943-44, as revised by the Budget Committee, and Miss Taylor moved the adoption of the following resolution:

RESOLVED, That the Budget for the fiscal year 1943-44, as recommended by the Budget Committee be approved and be transmitted to the Board of Education.

The question of giving aid to the South Charleston Library and of establishing a branch in Nitro as requested by the Nitro Junior Chamber of Commerce were postponed until a Board Meeting when more members should be present.

The Acting Librarian presented the application of two candidates for positions on the Library Staff.

Mr. Flinn moved the adoption of the following resolutions:

RESOLVED, That James Parton be employed as page to replace John Blair at a salary of \$25.00 to begin August 6, 1943.

RESOLVED, That Mrs. Thressa M. Mathes be employed as secretary to replace Mrs. Wolfe at a beginning salary of \$95.00 per month to begin August 11, 1943.

RESOLVED FURTHER, That the Acting Librarian be authorized to increase this amount to \$105.00 per month as provided in the 1943-44 budget after two months if the services of the new secretary have proven satisfactory.

The motions were seconded by Miss Taylor, and a vote being taken, were unanimously adopted.

Pursuant to the adoption of the revised budget for 1943-44, the following resolution was adopted:

RESOLVED, That the Acting Librarian be authorized to employ a full-time clerical assistant in the Catalog Department, as provided for in the 1943-44 budget, to replace the part-time clerical now employed.

The Chairman presented a letter from Mr. Robert G. Kelley in which Mr. Kelly indicated his wish to place on exhibition in the Library his collection of mounted game heads.

Mr. Flinn moved the adoption of the following resolution:

WHEREAS, Mr. Robert G. Kelly of Charleston has offered to place on indefinite loan in the Library his collection of mounted game heads;

NOW, THEREFORE, BE IT RESOLVED:

That Mr. Kelly's offer be accepted with gratification by the Board of Directors, and

RESOLVED, FURTHER, that a copy of this resolution be sent to Mr. Kelly.

The motion was seconded by Mrs. Clark, and, a vote being taken, was unanimously carried.

The Chairman reported the death of Mr. W. E. Connell, a member of the Library Board. Miss Taylor moved that the following resolution be spread upon the minutes of this meeting, and that a copy of it be sent to Mrs. Connell:

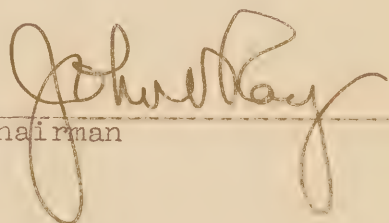
WHEREAS, The Board of Directors of the Kanawha County Public Library has learned with regret of the death of Mr. W. E. Connell of Charleston, a member of the Library Board since 1909;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors hereby expresses its sincere regret in the loss of Mr. W. E. Connell, a fellow Board member who was for many years a faithful and co-operative worker in the cause of a better community library service for the citizens of Kanawha County.

The motion was seconded by Mrs. Clark, and, a vote being taken, the motion was unanimously adopted.

The Chairman stated that there were several vacancies on the Board to be filled. After some discussion, it was moved by Mr. Flinn that Dr. Roy Bird Cook be appointed to fill the vacancy created by Mr. Connell's death for a term expiring June 30, 1949; and that Reverend Joseph C. Hoffman be appointed for a term expiring June 30, 1947. The motion was seconded and carried and the Acting Secretary was directed to forward the nomination to the Board of Education for approval and confirmation.

There being no further business, the meeting, on motion, adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
OCTOBER 8, 1943

The regular monthly meeting of the Board of Directors was held on October 8, 1943 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Miss Taylor
Dr. Cook
Judge Ritz
Mrs. Rummel

The minutes of the meeting held on August 6, 1943 were read, approved and ordered filed.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the months of August and September. There was some discussion of the increased demands upon library service since January 1943. It was brought out that substantial additions to the book collection and high professional standards for the employment of new staff members as well as a general increase in population have been important factors in making the Library's services more effective than they have been in

the past. The report was accepted and ordered filed and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of bills Nos. 80, 81, 82, 83), and Miss Taylor moved, Judge Ritz seconding, that the bills be approved by the Library Board and transmitted to the Board of Education (List Nos. 81, 82, 83) and to the Finance Committee (List No. 80) for payment. The motion was carried.

The Chairman stated that the vines on the Library had been trimmed in order to remove dirt, dead wood, and pigeon nests.

Upon motion duly made and seconded the following resolution was adopted:

RESOLVED: That the Chairman's report on the trimming of the vines on the Library building be accepted and that the bill for the work be transmitted to the Finance Committee for payment.

The Chairman stated that due to the shortage of trained librarians \$471.81 of salary money for the first three months of the current fiscal year had not been expended as provided in the current budget. He stated further that the clerical worker in the Boys' and Girls' Department is very likely to leave because her salary is

so far below the prevailing rate of pay granted in other organizations for similar work.

Judge Ritz moved that the following resolution be adopted:

RESOLVED: That the Acting Librarian be authorized to increase the salary of the clerical assistant in the Boys' and Girls' Department by a sum not to exceed \$10.00 per month.

RESOLVED FURTHER: That the Acting Librarian be authorized to employ a temporary clerical worker in the Adult Department at a salary not to exceed \$85.00 per month until a professionally trained librarian can be appointed to the vacancy now existing on the staff.

The motion was seconded by Mrs. Rummel and a vote being taken, was unanimously adopted.

The Acting Librarian reported that the employment of William Meeks, page, had been terminated as of September 30, 1943.

Judge Ritz moved the following resolution:

RESOLVED: That Robert Anderson be employed as page to replace William Meeks at a salary of \$25.00 per month to begin October 1, 1943.

The motion was seconded and carried.

The Chairman stated that a large outdoor flag had been presented to the Library by the John Brawley Post of the American Legion and the American Legion Auxiliary of the John Brawley Post.

Judge Ritz moved that the following resolution be spread upon the minutes of this meeting, and that a copy of it be sent to Mrs. Bess Harrison:

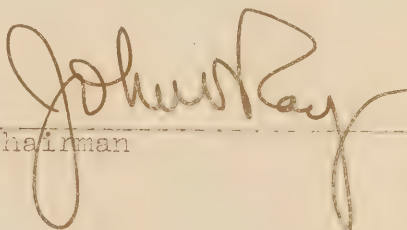
WHEREAS, Through the interest of Mrs. Bess Harrison, the John Brawley Post of the American Legion and the American Legion Auxiliary of the John Brawley Post have presented to the Library a flag:

NOW, THEREFORE, BE IT RESOLVED:

That the Board of Directors accept with gratification this generous offer from the American Legion and its Auxiliary.

The motion was seconded by Dr. Cook and carried.

There being no further business, the meeting, on motion adjourned.


Chairman


Acting Secretary

MINUTES OF MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
NOVEMBER 5, 194~~4~~3

The regular monthly meeting of the Board of Directors was held on November 5, 1943 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Rabbi Goldberg
Mrs. Clark
Dr. Hoffman
Mr. Robertson
Judge Ritz
Mr. Dayton
Mr. Flinn

The minutes of the meeting held on October 8, 1943 were read, approved and ordered filed.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of October, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of bills Nos. 84 and 85) and Judge Ritz moved, Mr. Flinn

seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. The motion was adopted.

The Chairman asked for the Report of the Library Service Committee on the question of establishing deposit collections. Mr. Robertson, Chairman of the Library Service Committee, stated that those members who had attended the committee meeting were in favor of authorizing establishment of deposit collections. Mr. Ray asked that the Acting Librarian read her report to the Library Service Committee so that all the Board Members might be familiar with the question under consideration. The Acting Librarian read her report which stated that more requests for library service had been received than could be handled by the Bookmobile, and that the book collection of the main library contained over 1,000 duplicate volumes of a general and popular type which could be used to supply groups of readers with books. In the course of the discussion it was suggested that if the Library undertook to supply deposit collections, the Library should have appropriate boxes made and provide delivery of the book collections to the borrowing agencies. Mr. Dayton made the following motion:

RESOLVED: That the recommendation of the Acting Librarian to establish deposit collections to supplement Bookmobile service where needed be approved and adopted by the Board of Directors.

The motion was seconded by Judge Ritz and carried.

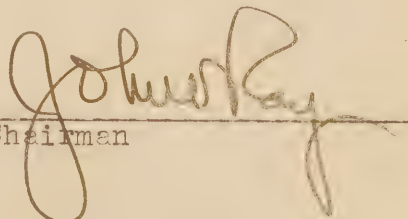
The Chairman stated that the Acting Librarian was still unable to recommend an applicant for the position of Chief of the Circulation Division now unfilled on the Staff. As a result of this continued vacancy \$529.17 of the salary budget remained unspent for the first four months of the current fiscal year. He stated that the Acting Librarian recommended that the salary for the unfilled position be raised by \$5.00 to \$10.00 per month and that additional page assistance for the Boys' and Girls' Department on Saturdays be obtained. These additional expenditures would be well within the salary budget allowed for the year. After full discussion, Mr. Dayton moved that the following resolutions be adopted:

RESOLVED: That the salary for the position of Chief of the Circulation Division be increased by a sum not to exceed \$10.00 per month; and

RESOLVED FURTHER: That the Acting Librarian be authorized to employ an additional page for the Boys' and Girls' Department on Saturdays at a salary of 30¢ an hour.

The motion was seconded by Judge Ritz and a vote being taken, was unanimously adopted.

There being no further business, the meeting, on motion, adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
DECEMBER 3, 1943

The regular monthly meeting of the Board of Directors was held on December 3, 1943 at 3:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Cook
Miss Taylor
Mrs. Clark
Rabbi Goldberg
Mr. Flinn
Judge Ritz

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on November 5, 1943 were read, approved and ordered filed.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of November. It was noted that both circulation of books and registration of borrowers had increased more than 50% over November 1942. The report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of bills No. 86 and 87) and Judge Ritz moved, Mr. Flinn seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. On a vote being taken, the motion was unanimously adopted.

The Chairman presented the resignations of Miss Dorothy Dickinson, Head of the Boys' and Girls' Department, and Miss Madge Nance, of the Adult Department. Mr. Flinn moved the following resolution:

RESOLVED: That the Board of Directors accept the resignations of Miss Dickinson and Miss Nance, and that the Acting Librarian be instructed to write such letters of recommendation as may be required.

The motion was seconded by Judge Ritz and carried.

The Acting Librarian reported that letters to library schools for recommended candidates had brought in many negative replies and several suggestions, but that records for suggested applicants had not been completed. The Acting Librarian also reported that there seemed to be a need for a salary schedule for the Library Staff. During the discussion that followed, Mr. Flinn moved the following resolution:

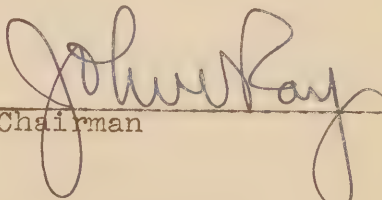
RESOLVED: That a Committee of the Board of Directors be appointed to investigate the possibilities of establishing a salary schedule for the Library with due regard to probable budgetary allowances.

The motion was seconded by Mrs. Clark and, a vote being taken, was adopted.

The Chairman named Dr. Cook, Rabbi Goldberg, and Mr. Flinn, Chairman, to serve on the Committee.

The Chairman stated that he had asked Miss White, Head of the Adult Department, to present to the Board members some suggestions she had for the promotion of library service. Miss White was then invited to appear before the meeting. Miss White said that she believed a series of book reviews or informal talks to which the use of books could be related, given by local authorities in the Library, would increase the Library's cultural influence in the community. She asked the Board to authorize the development of such a program through the winter months. The plan was discussed and approved. The Chairman asked that the Publicity Committee of the Board give help and advice to the Library Staff in carrying out the project.

There being no further business, the meeting, on motion, adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
JANUARY 7, 1944

The regular meeting of the Board of Directors was held on January 7, 1944 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Rabbi Goldberg
Mr. Dickinson
Dr. Cook
Mr. Flinn
Judge Ritz

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on December 3, 1943 were read, approved and ordered filed.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of December, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted bills which had been approved by the Book Committee and the Finance Committee,

(List of bills No. 88 and 89) and Judge Ritz moved, Mr. Flinn seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. On a vote being taken, the motion was unanimously adopted.

The Chairman stated that the settlement of the estate of William A. Bradford, Jr. would be facilitated if the Kanawha County Public Library as one of the legatees would convey its interest in certain real estate included in the residuary estate to Bradford B. Laidley as Trustee. After discussion, Judge Ritz moved the adoption of the following resolution:

WHEREAS, it is deemed desirable by those interested therein that the administration of the Estate of William A. Bradford, Jr., now pending in the Surrogate's Court of Sullivan County, New York, be concluded at this time; and,

WHEREAS, certain real estate and interests in real estate belonging to the said Estate of William A. Bradford, Jr., have not been sold, and it will be to the advantage of the owners thereof to convey the same to Bradford B. Laidley, as Trustee, in order that it may be sold and the proceeds thereof distributed to those entitled thereto;

THEREFORE, BE IT RESOLVED, as follows:

- (1) That Kanawha County Public Library hereby consents that its interest in real estate included in the residuary estate of William A. Bradford, Jr., be conveyed to Bradford B. Laidley as Trustee, for the purpose of selling said real estate and distributing the proceeds thereof to those entitled thereto.

- (2) That the Chairman of the Library Board of Kanawha County Public Library is hereby authorized and directed to sign, acknowledge and deliver on its behalf such documents as may be necessary to effect the said transfer to Bradford B. Laidley, Trustee, and such other documents as the said Chairman may deem to be for the benefit of Kanawha County Public Library in connection with the disposition of the assets remaining in said residuary estate, and the distribution of the proceeds thereof.
- (3) That Central Trust Company, as Trustee under a Trust Indenture between Central Trust Company, as Trustee, and Bradford B. Laidley, as Substituted Trustee etc., dated August 1, 1940, is hereby requested and authorized to sign, acknowledge and deliver as said Trustee such documents as may be necessary to effect the said transfer to Bradford B. Laidley, Trustee, and such other documents as the Chairman of the Library Board may deem to be for the benefit of Kanawha County Public Library in connection with the disposition of the assets remaining in said residuary estate, and the distribution of the proceeds thereof.

The motion was seconded by Mr. Flinn and, a vote being taken, was unanimously adopted.

The Chairman asked for the report of the Special Committee to investigate the possibilities of establishing a salary schedule for library employees. Mr. Flinn, the Chairman of the Special Committee, presented the following report which was subsequently ordered to be spread upon the minutes:

"The types of salary schedules now in operation in school systems and also in public libraries are varied. Present salary schedules seem to be constructed on five important bases: (1) Experience or

tenure, (2) Position held, (3) Preparation (professional training), (4) Merit (operational efficiency), (5) Combination (mixtures of the other four).

"The best and most practical schedule would probably represent a combination of the first four bases mentioned. The chief base would probably be preparation regarding quality rather than amount of training. Experience up to five or seven years would probably be the maximum for experience...

"...In general the following basic principles are usually applied in constructing salary schedules:

1. The construction of salary schedules and the formulation of salary policies should be undertaken jointly by the administration, in this case, the head librarian, the staff, and the Board of Directors.
2. The basic salary classification of the staff should be determined by professional and academic qualifications rather than by the level of work assigned to them unless it can be shown definitely that different amounts of training and experience are necessary for the different levels of work.
3. Members of the staff of equal preparation, experience, and library load should receive equal pay regardless of sex.
4. The use of so-called efficiency ratings as a basis for salary increases or annual increments is generally impractical and inadvisable.
5. The relation of professional and academic qualifications to the location of the staff on the salary scale should be clearly stated in the rules and regulations governing the operation of the schedule and regular appraisal should be made of these qualifications.
6. Provision should be made in the salary schedule for definitely announced salary increases to be included regularly at fixed intervals of time until a given maximum salary is reached.

7. Staff salaries should be based in part on the cost of maintaining an appropriate standard of living.

"...According to figures prepared by Miss Lynch, the new proposed basic salary schedule for 1944-45 would be \$29,928.00.

"In putting the proposed basic salary schedule into effect and carrying the same over a period of five years, the maximum salary budget would be \$34,608.00, which is \$5,760.00 more than the 1943-44 salary budget. However, it is not likely that the maximum load would ever be reached because of turnover in library personnel. Some staff members would no doubt begin at basic salaries; others would come into the system somewhere along the line. It is not likely that we would need more than \$4,260.00 annually to carry the maximum salary schedule.

"Assuming that we adopt the salary schedule and assuming a static or inelastic budget, how shall we absorb the \$4,260.00?

"Would it be better, with a static budget, to assume the \$4,260.00 salary load and retain trained and satisfactory personnel rather than to take the chance of losing such people by spending the \$4,260.00 for other purposes? This, of course, assumes that a salary schedule will stabilize and retain trained personnel.

"Shall the proposed salary schedule be adopted, taking chances on convincing the Board of Education that increased services merit a percentage increase in the total library budget? So far as the library is concerned the following facts tend to support such a move. In the past twelve months demands upon library services have increased noticeably - New borrowers, an increase of 20%; books added, an increase of 117%; books circulated, an increase of 19%; reference questions, an increase of 270%.

"The Committee recommends that only the thirteen professional positions provided for the library staff be included in a salary schedule. The secretarial, clerical, and maintenance positions in both school and library systems are customarily excluded from salary schedules for professionally trained and specialized employees."

Mr. Flinn concluded his report by stating that the Committee recommended the adoption of the proposed salary schedule by the Board of Directors with consequent transmission to the Board of Education for approval. The Committee further recommended that an attempt be made to increase the 1944-45 total library budget so that the increased salary expenses would not be deducted from other library funds.

After discussion, Judge Ritz made the following motion:

"RESOLVED, that the following salary schedule be adopted, and that the budget for the Library for the fiscal year, 1944-45, which is transmitted to the Board of Education, be based thereon:

Kanawha County Public Library
Proposed Salary Scale
For Librarians

<u>Position</u>	<u>Basic</u>	<u>Increment</u>	<u>Maximum</u>
<u>Librarian</u>	<u>\$235.00</u>	<u>\$16.66</u>	<u>\$310.00</u>
Asst. Librarian - Head of Adult Dept.	185.00	10.00	250.00
Head of Catalog Dept.	160.00	7.50	195.00
Head of Extension Dept.	155.00	7.50	192.50
Head of Boys' and Girls' Dept.	150.00	7.50	187.50
Chief of Adult Reference	135.00	5.00	160.00
Chief of Adult Circulation	135.00	5.00	160.00
Assistant	125.00	5.00	140.00
Assistant	125.00	5.00	140.00

Assistant	125.00	5.00	140.00
Assistant	125.00	5.00	140.00
Cataloger	125.00	5.00	140.00
Cataloger	125.00	5.00	140.00

The motion was seconded by Rabbi Goldberg, and, a vote being taken, was unanimously adopted.

Thereupon Judge Ritz moved that the following resolution be adopted:

RESOLVED, that, in accordance with the said salary schedule, the following salaries be paid to the following members of the staff for the remaining months of the current fiscal year, beginning January 1, 1944, funds for such purpose to be drawn from the unexpended money in the Library budget for 1943-44 allotted to salaries, provided the Board of Education shall approve the said increases:

Librarian (Acting) -	Lynch	\$235.00
Asst. Libn. -	White	185.00
Head of Adult		
Head of Catalog -	Fredrickson	160.00
Head of Extension -	Moore	155.00
Head of Boys' & Girls'	Brown	150.00
Chief of Reference -	Bartlett	135.00
Chief of Circulation	to be appointed	135.00
Assistant -	Von	125.00
Assistant -	Kennedy	125.00
Assistant -	Simmons	125.00
Assistant -	Bond (temporary)	125.00

Cataloger	-	Collins	125.00
Cataloger	-	Quarrier	125.00

and,

RESOLVED FURTHER, that a copy of this resolution be transmitted to the Board of Education, and its approval requested of the salaries listed herein.

The motion was seconded by Rabbi Goldberg, and, a vote being taken, was unanimously adopted.

Mr. Flinn recommended that in order to facilitate the order of business for Board Meetings the reading of the minutes be omitted. He suggested further that each Board Member be mailed a copy of the minutes in advance of regular meetings. A motion to that effect was duly made, seconded and adopted.

Judge Ritz presented the report of the Publicity Committee relative to the proposed series of book reviews and informal talks. The report included a program of speakers and subjects to be presented semi-monthly January 14 through May 19, 1944. Mrs. Rummel moved, Rabbi Goldberg seconding, that the Committee's report be adopted and the program be approved. The motion was carried.

The Chairman stated that Miss Wilma Brown was available for the position of Head of the Boys' and Girls' Department and that Mrs. Geraldine Bond was available for a temporary position as Assistant in the Adult Department. He stated further that the applications of these candidates had been

reviewed and approved by the Board of Directors at previous meetings. Rabbi Goldberg moved the following resolutions:

RESOLVED, that Miss Wilma G. Brown be employed as Head of the Boys' and Girls' Department at a salary of \$132.50 per month beginning January 24, 1944.

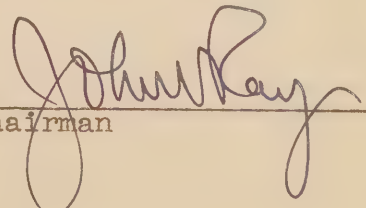
RESOLVED, that Mrs. Geraldine Bond be employed as a temporary assistant in the Adult Department at a salary of \$125.00 per month beginning January 1, 1944.

The motion was seconded by Mr. Flinn and, a vote being taken, was unanimously adopted.

The Acting Librarian presented the applications and papers of two possible candidates, Miss Hazel Carter and Miss Carol Morris, for consideration. On motion duly made, seconded and adopted, the Acting Librarian was authorized to employ the candidates if they should be available and if the Acting Librarian, on the basis of a personal interview, should consider them qualified.

The Chairman stated that satisfactory storage arrangements had not yet been found for the Bookmobile. Mr. Flinn suggested that the Acting Librarian inquire into the possibilities of using the space underneath the stadium as a garage.

There being no further business, the meeting, on motion, adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
MARCH 3, 1944

The regular meeting of the Board of Directors was held on March 3, 1944 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Mrs. Clark
Dr. Hoffman
Dr. Cook
Mr. Dickinson
Miss Taylor

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on January 6, 1944 were read, approved and ordered filed.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her reports covering the months of January and February, which reports were accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of bills Nos. 90, 91, 92 and 93) and

Dr. Cook moved, Mrs. Clark seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, the motion was unanimously adopted.

The Chairman stated that Mrs. Harold Knight would like to give the Library a steel engraving if it could be hung in the Boys' and Girls' Department. On a motion of Mrs. Rummel, seconded by Mr. Dickinson, and adopted, acceptance of the offer was left to Mr. Dayton's decision.

On motion duly made and seconded the following resolution was adopted:

RESOLVED, That Jean Boyles, library page, be authorized to work thirty-two hours per week at a salary of \$38.00 per month, beginning February 7, 1944.

The Chairman presented the resignation of Miss Sheila Filler, clerical assistant in the Boys' and Girls' Department, Mrs. Clark moved that the resignation be accepted. Dr. Hoffman seconded the motion, and, a vote being taken, it was carried.

The application of Mrs. Martina Miller for the position made vacant by Miss Filler's resignation was presented. Mrs. Rummel moved the adoption of the following resolution:

RESOLVED, That Mrs. Martina Miller be employed as Clerical Assistant in the Boys' and Girls' Department to replace Sheila Filler at a salary of \$75.00 per month, beginning March 1, 1944.

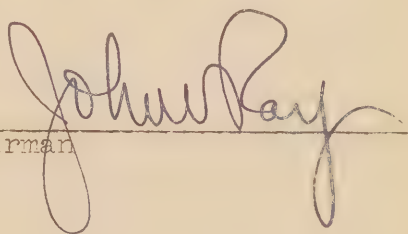
The motion was seconded by Miss Taylor. A vote being taken, it was unanimously adopted.

The Chairman stated that due to Mr. Mathews' death there was a vacancy on the Board of Directors to be filled by a resident of Charleston. After discussion Mr. Dickinson moved, Dr. Hoffman seconding, the adoption of the following resolution:

RESOLVED, That Judge Arthur P. Hudson be nominated to fill the vacancy on the Board of Directors of the Kanawha County Public Library created by Mr. Mathews' death for the term expiring June 30, 1945.

On a vote being taken, the motion was unanimously adopted, and the Acting Librarian was directed to notify the Board of Education of the nomination.

There being no further business, the meeting, on motion adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
APRIL 6, 1944

The regular monthly meeting of the Board of Directors was held on April 6, 1944 at 4 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Clark
Mrs. Rummel
Dr. Cook
Judge Hudson
Mr. Dayton

Mrs. Clark, the Vice-Chairman, presided as Chairman.

The minutes of the meeting held on March 3 were approved and ordered filed.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of March, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of bills Nos. 94 and 95) and Dr. Cook moved,

Judge Hudson seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken the motion was adopted.

The Chairman presented the resignations of Mrs. F. K. Rippetoe, clerical assistant in the Adult Department, and of Ruth Anne Kahn, part-time page in the Boys' and Girls' Department. Dr. Cook moved that the resignations be accepted. Mr. Dayton seconded the motion, and, a vote being taken it was adopted.

The application of Mrs. Catherine C. Hughes for the position made vacant by Mrs. Rippetoe's resignation was presented. Mr. Dayton moved the adoption of the following resolution:

RESOLVED: That Mrs. Catherine C. Hughes be appointed as clerical assistant to fill the position made vacant by Mrs. Rippetoe's resignation at a salary of \$85.00 per month beginning April 1, 1944.

The motion was seconded by Judge Hudson. A vote being taken, it was unanimously adopted.

The Acting Librarian read a letter from the Book and Author War Bond Committee which requested the Library's participation in the Book and Author War Bond Rally to be held in Charleston on Friday, April 28, 1944. The Acting Librarian was directed to cooperate with those in charge of arrangements.

A request that the Library provide meeting space for a talk to be sponsored by the B'ahais of Charleston was discussed.

The members agreed to follow policies previously adopted for similar requests and directed the Acting Librarian to advise the B'ahais that the Library's public rooms could not be used for programs which are not arranged by Library authorities.

There being no further business, the meeting, on motion adjourned.

Julius S. Clark
Chairman

Isabel Lynch
Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
MAY 5, 1944

The annual meeting of the Board of Directors was held on May 5, 1944 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Rummel
Mrs. Clark
Miss Taylor
Dr. Cook
Mr. Dickinson
Judge Hudson
Mr. Ray

Mr. Ray, the Chairman, presided.

Minutes of the meeting held on April 6, 1944 were approved and ordered filed.

The Chairman called for the Acting Librarian's report. The Acting Librarian presented her report covering the month of April, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Chairman called for the Annual Report of the Acting Librarian, and the Acting Librarian presented the Report for the period, May 1, 1943 to April 30, 1944, and read excerpts from it. It was moved that the Annual Report be accepted and filed as a part of the Minutes of the Annual Meeting and a copy thereof be transmitted to the Board of Education and to each member of the Board individually, and to each member

of the Library Board, and that the Acting Librarian submit such portions thereof as she deems advisable to the newspapers for publication. The motion was seconded and carried.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 96 and 97) and Miss Taylor moved that the bills be approved by the Library Board and transmitted to the Board of Education for payment. The motion was seconded by Mrs. Rummel and carried.

The Chairman read the resignation of Mrs. Martina Miller, clerical assistant in the Boys' and Girls' Department. On motion duly made and seconded the resignation was accepted.

The Acting Librarian submitted the application of Mrs. Virginia Wade Wills for the position of clerical assistant in the Boys' and Girls' Department. After discussion Mrs. Clark moved the adoption of the following resolution:

RESOLVED, That Mrs. Virginia Wade Wills be employed as clerical assistant in the Boys' and Girls' Department to replace Mrs. Miller at a salary of \$75.00 per month, beginning April 25, 1944.

The motion was seconded by Dr. Cook and, a vote being taken, was carried.

The Acting Librarian submitted the application of Miss Margaret Sue Copenhaver, candidate for the position of Chief of Circulation in the Adult Department. A discussion

of the applicant's qualifications followed, in the course of which Mrs. Rummel moved the following resolution:

RESOLVED, That Miss Margaret Copenhaver be employed as Chief of Circulation in the Adult Department at a salary of \$1620.00 per annum, beginning July 1, 1944.

The motion was seconded by Judge Hudson, and, a vote being taken, was carried unanimously.

The Chairman stated that approximately \$400 would not be expended of the salary fund for the current fiscal year and, in consequence thereof, the Acting Librarian wished to use part of this fund for the employment of a substitute driver while the regular driver of the Bookmobile had a vacation and for the employment of Jean Boyles, clerical assistant in the Adult Department for full-time instead of part time.

Mrs. Clark moved, Dr. Cook seconding, the following resolutions:

RESOLVED, That Jean Boyles, Clerical Assistant in the Adult Department, be employed full-time at a salary of \$70.00 per month beginning June 2, 1944.

RESOLVED, That the Acting Librarian be authorized to employ a substitute Bookmobile driver for a two-week period before the end of the current fiscal year.

A vote being taken, the motion was carried.

The Acting Librarian reported on plans for a Children's Spring Book Festival to be held in the Boys' and Girls' Department of the Library on May 18th. The Acting Librarian

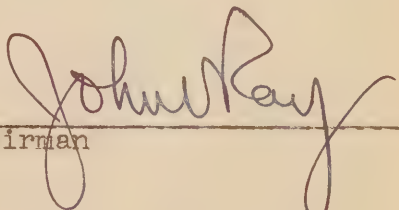
further reported that Mrs. May Lamberton Becker of the New York Herald Tribune Weekly Book Review would be available as a speaker, that local book dealers were planning exhibits of their new children's books for display in the Library and that several civic organizations were cooperating with the Library in planning the program.

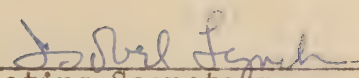
The Chairman stated that nominations were in order for the offices of President, Vice-President, and Secretary of the Board for the next fiscal year. The election was held in accordance with the by-laws and Mr. Ray was elected President, Mrs. Clark, Vice-President and Miss Lynch Acting Secretary for the ensuing year.

On motion made by Mr. Dickinson and seconded by Dr. Cook, the following resolution was unanimously adopted:

RESOLVED, That Mr. Flinn and Miss Taylor be nominated to serve as Members of the Library Board for terms of six years, beginning July 1, 1944, and that the said nominations be transmitted to the Board of Education, with the request that those nominated be duly elected for said term.

There being no further business, the meeting on motion adjourned.


Chairman


Acting Secretary

THE KANAWHA COUNTY PUBLIC LIBRARY

ANNUAL REPORT

1943-1944

CHARLESTON, WEST VIRGINIA

KANAWHA COUNTY BOARD OF
EDUCATION

R. A. Robertson, President

H. R. Klostermeyer
Charles P. McCabe

Dr. L.S. McDaniel
N. N. Snyder

KANAWHA COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS

John V. Ray, President
Mrs. W. E. Clark, Vice President

Dr. Roy Bird Cook
Arthur S. Dayton
C.C. Dickinson, Sr.
Virgil L. Flinn
Rabbi A. L. Goldburg
Rev. Joseph C. Hoffman

Judge A.P. Hudson
Judge H.A. Ritz
S. H. Robertson
Miss Sue Staunton
Miss Anna Taylor
Mrs. H.D. Rummel

LIBRARY STAFF

Charles E. Butler, Librarian and Secretary of the Board
(On leave of absence in the U.S. Army)

Isobel Phelps Lynch, Acting Librarian and Acting Secretary

Miss E. Leonore White, Assistant Librarian & Head of Adult Department

Miss Annis L. Fredrickson, Head of the Cataloging Department

Miss Lucille Moore, Head of the Extension Department

Miss Wilma Brown, Head of the Boys' and Girls' Department

Adult Department

Mrs. E. von Schlechtendal
Miss Helen Bartlett
Mrs. Geraldine Bond
Mrs. Catherine Hughes
Mr. Robert F. Simmons
Miss Jean Boyles

Boys' and Girls' Dept.
Mrs. Virginia W. Wills

Cataloging Department
Miss Elizabeth Quarrier
Miss Adelaide Collins
Miss Ellagene Maynard

Extension Department

Miss Gertrude Kennedy
Mr. William Allen, Driver

Garnet Branch

Mrs. Emma Hamler,
Librarian
Mrs. Laverta Spurlock

Mrs. Thressa Mathes, Secretary
Robert Anderson, Page
Mr. R.R. Hoblitzell, Custodian

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REPORT OF THE KANAWHA COUNTY
PUBLIC LIBRARY
1943-1944

"The objectives of the library are to assemble and preserve books and materials in organized collections, and through stimulation and guidance to promote their use, to the end that children, young people, men and women may have opportunity and encouragement:

To educate themselves continuously

To keep abreast of progress in the sciences and other fields of knowledge

To maintain the precious heritage of freedom of expression and a constructively critical attitude toward all public issues

To improve their ability to participate usefully in activities in which they are involved as citizens of the United States and of the world

To equip themselves, and to keep themselves equipped, for efficient activity in useful occupations and practical affairs.

To improve their capacity for appreciation and production in cultural fields

To aid in the advancement of knowledge

To make such use of leisure time as will promote personal happiness and social well-being"¹

The foregoing conception of the functions of the public library may well serve as a measuring stick in appraising the year's work of the Kanawha County Public Library. The number of books lent, or the number of borrowers registered, may indicate the extent of the Library's use. And such statistics demonstrate the Library's popularity or its salesmanship in promoting its goods. If the Library's work in terms of educational, social, cultural, and recreational functions is successful, such work cannot be measured in statistics, but only in statements of what services the library is prepared to offer the individual reader. If the library has planned its programs, developed its activities, and added to its services so that, year by year, it is more nearly fulfilling its accepted obligations to readers, then the library is doing creditable work.

BOOKS

Basic to the library's contributions to the area it serves, is its collection of books. Since the total number of books made available through the Kanawha County Public Library is well short of the accepted standard of one and one-half books per capita, the acquisition of books

1 "A National Plan for Libraries," in A.L.A. Bulletin, v. 33, p. 137-8 February 1939

is of primary importance. In the year beginning May 1, 1943 and ending April 30, 1944, a total of 6,304 were acquired by purchase at a cost of \$13,475.98. These figures represent an increase of 1,105 volumes over those purchased in the year 1942-43. Of the books acquired by purchase 2,467 volumes, for which \$4,331.84 was expended, went to the Boys' and Girls' Department. 3,837 books costing \$9,144.14 were added to the Adult Department collection. These figures represent an increase of 38 adult books and 1,067 juvenile books over 1942-43, with an increase of \$5,326.60 expended. The apparent discrepancy between the increase of books bought and the increase of money expended is a clear indication of the rise in book prices.

Because the Library usually has a backlog of acquisitions from previous years and a certain number of gifts, the total number of books added to the shelves is agreeably higher than the number of books purchased. In 1943-44, 9,657 volumes were accessioned. In the same period 8,466 purchased books and 599 donated books were cataloged and placed upon the shelves. Added to the total number of 9,065 new titles added, the Catalog Department recataloged 1,624 volumes, making 10,689 volumes cataloged for the year. For all these books 32,540 cards were prepared and added to the card catalogs. The work of the Catalog Department is especially impressive when compared with 1942-43's total of 5,527 volumes cataloged, a comparison which shows a gain of 5,162 volumes.

Unfortunately a collection of books which is to remain alive and in good condition must be consistently and carefully weeded. Books wear out and become obsolete; and inevitably books are lost. In 1943-44 a total of 2,404 books were formally withdrawn from the Library's collection, 1,130 from the Adult Department and 1,274 from the Boys' and Girls' Department. Of the total withdrawals 1,443 volumes were discarded because they were worn out or obsolete, and 961 volumes were lost. The withdrawal of books in the past year compares favorably with 1942-43 when 4,695 volumes were lost or discarded.

The net gain in books added for the year 1943-44 totals 6,661 volumes. The net gain in books added for the year 1942-43 totaled 832 volumes. Records of total additions and withdrawals in years previous to 1942-43 are incomplete, but it seems reasonable to assume that the past year's net gain was the largest in the Library's history.

Periodicals and book services which constitute an important part of the Library's resources cost \$1,137.42 in 1943-44 as compared with \$948.08 in 1942-43. Again the increase in costs can be attributed to both a rise in prices and an increase in the material acquired by the Library. The Library's current subscriptions total 196 periodicals and services as compared with 141 in 1942-43.

The preservation of books is a problem that becomes greater with the growth of the book collection and with the increase of books circulated. In 1943-44, 1,474 volumes were rebound at a cost of \$1,673.27, as compared with 1,681 volumes bound in 1942-43 at a cost of \$1,669.37.

The fact that for approximately the same amount of money 200 fewer books could be bound this past year is another indication of the effect of present day prices upon the Library's operation.

The foregoing record of book expenditures and the consequent activity of the Catalog Department can give only a quantitative record of what the Kanawha County Public Library has done in one year to "assemble and preserve books and materials." It is difficult to define and follow certain specified policies of acquisition. When a library's book stock consists of 50,000 volumes instead of the 300,000 volumes that are needed for the population to be served, book purchases in any subject field will be worthwhile. Because of this in the past year, the Library's purchases of currently published books was as broad in scope as funds permitted. The greater portion of the 250,000 books the Library does not have and needs, have already been published. This fact means that careful surveys must be made of various subjects and that the standard works published on those subjects must eventually be acquired for the library's collection. In the past year the Library concentrated to a certain extent on purchases of standard works in the fields of philosophy, psychology, education, religion, business reference books, and standard American fiction. The selection of these fields was guided by known inadequacies in the Library's collections and by the existence of up-to-date and authoritative bibliographies on these subjects. The execution of this policy to round out the collection has been hampered by lack of time to do the detailed and careful checking necessary, and by the effect of wartime conditions on the book trade. The number of books now available and in print is noticeably diminished by the paper shortage.

Since December 1942 when The William A. Bradford, Jr. Memorial Fund of \$9,000.00 was established approximately \$200.00 has been made available for book purchases. In line with the purposes for which the fund was established, several books dealing with the history of West Virginia have been acquired. These include "Chronicles of Old Berkeley," by Mabel and Ann Gardiner; "History of the Settlement and Indian Wars of Frazewell County, Virginia," by George W. L. Bickley; "History of the Girtys," by Consul W. Butterfield; "The History of Pleasants County," by Robert L. Pemberton; "The Monongahela of Old," by James Veech; "The Captives of Abb's Valley"; and "History of the Fifth West Virginia Cavalry," by Frank S. Reader.

READER GUIDANCE

It is the librarian's task to serve as the link between books and readers. This function of bringing book and reader together may be one of guidance or merely of stimulation. Reader guidance may take the form of reference work, compilation of book lists, book talks and story hours. Stimulation to promote the use of books takes the form of publicity, work with community groups and exhibits.

In the year 1943-44 reference work in the Adult Department was more than double the amount done in 1942-43. In the past year 10,397

reference questions were handled as compared with 4,231 in the previous year. This large increase is undoubtedly a result of careful and planned purchases of reference material and of having a special reference desk at which a professionally trained librarian is stationed every hour the library is open. Another phase of reference work is the promotion of research through interlibrary loans. In 1943-44 the Library borrowed approximately 25 volumes for research workers in Kanawha County.

Following a practice established for a number of years, the Adult Department has published in the Sunday papers each week a selected list of new books added to the shelves. Other book lists have been prepared by the library staff in the past year which have served as guides for readers with varying tastes in reading. Such lists include Lenten reading for Catholics and Protestants, Suggested reading for members of the Charleston Open Forum, Books for boys, Books for girls, Books for beginners in mechanics, and Books about sports.

The story hours held in the Boys' and Girls' Department on Saturday mornings throughout the past year have proved to be an effective means of introducing books to young readers. A series of Friday book talks inaugurated in the Browsing Room of the Library this past winter has covered a wide variety of subjects and has both guided and stimulated readers to the appreciation of books that otherwise they may not have read.

The average citizen, when asked how many books he thinks are added to the library's shelves each month, is likely to guess a number anywhere from 50 to 150 instead of the library's monthly average of 800. This is an exceptional example of average unfamiliarity with the Library's potentialities, but it serves to demonstrate the need for publicity. Staff time and the limitation of publicity outlets have set unavoidable bounds around a widespread dissemination of information about the Kanawha County Public Library. Within these limitations, however, the Library in the past year has consistently attempted to make known its resources and services, since such publicity is one of the most effective methods of stimulating use of the public library.

Another successful means of promoting library use is through library participation in community activities. In 1943-44 the Kanawha County Public Library has worked with such groups as the League of Women Voters, the Council of Social Work, school classes, garden clubs and the Girls Scouts. Wherever members of the library staff have found an opportunity to work with community organizations, interest in the Library's services have been aroused and a feeling of good will has developed. In such activity as this, where the library's role is not limited to the circulation of a book or the answering of a reference question, the library becomes more truly an agency belonging to all members of the community.

In the past year the Kanawha County Public Library continued its policy and program of sponsoring art exhibits in the library. Exhibits lent by the American Federation of Art, the Metropolitan Museum of Art,

the University of Pittsburgh, and local groups or individuals were displayed in the Main Reading Room for two-week periods throughout the fall, winter and spring months. All such exhibits were related insofar as possible with books. Special book exhibits prepared by the staff at regular intervals were designed to promote reading in fields of current interest and to introduce readers to important books on particular subjects regardless of current popularity.

A survey of a library's resources of books and materials and an account of the methods by which a library promoted the use of its resources for educational, social and cultural, and recreational purposes, naturally leads to the question as to whether or not the time and money expended in collecting and promoting the use of books accomplished anything. It does not seem unreasonable to assume that libraries like schools should be freely available to everyone, and the support of public libraries should not be related directly to popularity. As an educational institution, a public library must lead and be ahead of public demand.

The circulation and registration statistics of the Kanawha County Public Library for the year 1943-44 show unprecedented increases over previous years. These increases indicate that a larger supply of books, and improvements or refinements in service have a direct effect upon the circulation of books and the registration of new borrowers. The record of books circulated at the end of this report shows an increase of 40,963 books issued for homes use this past year as compared with 1942-43 37,656 volumes of this increase was in the field of children's literature. The increase in circulation broken down by departments shows an approximate 21,000 increase for the Boys' and Girls' Department an approximate 25,000 increase for the extension department, and an approximate 6,000 decrease for the Adult Department. A logical interpretation of these figures would take into account the following factors: 1943-44 was the first full year in which the hours of opening for the Boys' and Girls' Department were increased from 5 to 8 hours daily; it was the first full year in which the Boys' and Girls' Department was staffed with two full-time staff members; it was the first full year in which the cataloging of children's books was done by the Catalog Department instead of the Boys' and Girls' Department; and, finally, the expenditures for children's books in 1943-44 were more than double the expenditures of 1942-43. In 1943-44 the stops made by the Bookmobile in each two-week period totaled 42 as compared with 35 in 1942-43; book purchases in the past year took into consideration the needs and interest of county readers, so that the Bookmobile at all times had a good supply of new books and best-sellers in both the juvenile and adult field; in the last two months of 1943-44 a full-time assistant was transferred from adult work in the main library to work in the Extension Department. Both the Boys' and Girls' Department in the past year have extended the use of books through teacher and deposit collections. Book collections such as these which are circulated through the efforts of teachers and interested citizens who volunteer their time account for approximately 11,000 of the increases noted.

In considering the decrease in circulation of the Adult Department the following factors should be taken into account. There has not been a large increase in the number of books purchased for adult use, and of the new books acquired a greater percentage than ever before were used immediately for Bookmobile readers this past year. The professional staff of the adult department at present numbers two less than it did in 1942-43. Lacking staff time to develop both the circulating and reference phases of its work, the Adult Department has in the past year put more emphasis on reference service. The Adult Department cannot increase the use of its books through teacher or deposit collections. The only area for development of greater circulation so far untouched by the Adult Department is among young adults. The fact that the Library so far has been unable to organize and promote successful library service for boys and girls of high school and college age is perhaps the only unfavorable record in the year's work. This deficiency is due to the fact that no qualified librarian was available for this specialized work.

Increases in circulation at first glance seem impressive. But when compared with accepted and possible standards, circulation figures often fall far short of goals. According to standards prepared by the American Library Association the circulation of adult books should be a minimum of 3 books per capita for the population of 15 years of age and over; the circulation of children's books should be a minimum of 10 book per capita for the population from five through fourteen years of age. In the light of these minimum goals the total number of books circulated by the three departments which issue books rate as follows: Adult Department 46% of standard; Boys' and Girls' Department 55% of standard; Extension Department 12% of standard. These figures are not given to show the relative merits of the Library's departments, but rather to indicate the areas most in need of development. When it is remembered that the Library's book stock is 17% of standard and its funds are 30% of standard, then the year's approach toward minimum goals in circulation appears creditable indeed.

PERSONNEL

The year 1943-44 for the Kanawha County Public Library shows definite progress toward good library service. The fact that this progress has on the whole been greater than in any other year of the Library's history is due in part to the solid foundations of good librarianship laid down in the years previous to 1943-44. But the personnel of a library in any one year can halt or forward the work to be done. In 1943-44 the Kanawha County Public Library, in spite of staff shortages, was singularly fortunate in having the kind of a staff that made the best of wartime difficulties and increased work loads.

The members of the Library staff have for the most part entered into various activities of the community. They have attended meetings of librarians and taken an active part in professional activities beyond the requirements of their employment.

Changes in personnel have been fairly frequent as may be expected in war time. Important changes are as follows:

Miss Alma Baumeister resigned in June 1943 to enlist in the WACS. She was replaced by Miss Helen Bartlett, formerly employed by the Enoch Pratt Free Library of Baltimore. Miss Bartlett has taken over the duties of Chief Reference Assistant in the Adult Department.

Miss Miriam Bass resigned in June 1943 to accept a position in an Army camp library. Her position as Head of the Boys' and Girls' Department was filled by Miss Dorothy Dickinson who subsequently resigned to go to another library in January 1944. Miss Walma Brown was appointed Head of the Boys' and Girls' Department in January 1944.

Mrs. James Bond, a graduate of the University of Illinois Library School, accepted a temporary position as assistant in the Adult Department in January 1944. Mrs. Bond replaced Miss Madge Nance who resigned in December 1943.

In March 1944 Miss Gertrude Kennedy of the Adult Department was transferred to the Extension Department.

Mrs. Thressa Mathes succeeded Mrs. Lillian Wolfe as secretary in July 1943 when Mrs. Wolfe left Charleston to return to her home in another state.

Other charges affecting staff members in the past year were the extension of the vacation period for professional members from two to three weeks annually, and the adoption by the Board of Directors, pending approval by the Board of Education, of a salary and classification pay plan for the professional staff.

CONCLUSION

The record of a year of work in a library or any other civic organization should show the direction and the quality and quantity of progress made toward preconceived goals. Plans for the future or next year cannot at present provide much in the way of building, equipment, and added personnel. The necessary task of winning the War has produced very limiting shortages of durable materials and librarians. There remains, however, a great opportunity to build with books. The foregoing report should demonstrate how badly books are needed in Kanawha County and how directly the acquisition of books affects the use of the library.

As noted in another place, 599 books given to the library were added to the shelves in the past year. The Library is particularly grateful to its many generous friends who, whether they know it or not, have responded to one of the Library's greatest needs. Among those who have given the library valuable material are Dr. Roy Bird Cook, Mrs. George S. Laidley, Miss Katie Belle Abney, Miss Ada Cates, Carbide and Carbon Chemicals Corporation, Miss Laura Mae Haughwout, The Girl Scouts and many others.

Throughout the year, as always, the active interest, guidance, and encouragement of the Board of Directors of the Kanawha County Public Library have been essential and most helpful.

Respectfully submitted,

May 5, 1944

Isobel P. Lynch
Acting Librarian

TOTAL EXPENDITURES

May 1, 1943 - April 30, 1944

Expenditures - May 1, 1943 - April 30, 1944:

Books	\$ 13,475.98	
Binding	1,673.27	
Periodicals	1,137.42	
Postage, pamphlets, etc.	138.02	
Supplies, Equipment, Repairs	4,079.22	
Salaries	27,843.08	
Utilities (estimated)	3,775.00	
Insurance (estimated)	<u>650.00</u>	
Total		\$ 52,771.99

NOTE: These figures are given only to indicate the relative proportion of funds used for books, salaries, etc. All financial records for the Library are kept and audited by the County Board of Education operating on a fiscal year of July 1 through June 30. There is, therefore, a difference between Board of Education records and Library records.

SUMMARY OF
EXPENDITURES FOR BOOKS, ETC.
May 1, 1943 - April 30, 1944

ADULT DEPARTMENT

<u>Books</u>	<u>Volumes</u>	<u>Costs</u>	
Non-fiction	2519	\$7,013.77	
Fiction	1318	2,130.37	
	3837		\$9,144.14
<u>Binding</u>	1168		1,393.78
<u>Periodicals</u>			1,137.42
Total Adult Department			\$11,675.34

B. & G. DEPARTMENT

<u>Books</u>	2467	4,331.84	
<u>Binding</u>	306	279.49	
Total B & G. Department			<u>4,611.33</u>

TOTAL			16,286.67
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SUMMARY

Books	6304	13,475.98	
Binding	1474	1,673.27	
Periodicals		1,137.42	
			16,286.67
Postage, Pamphlets, Maps, Etc.		<u>138.02</u>	
TOTAL			<u>\$16,424.69</u>

BOOK STOCK

Showing Number of Volumes Accessioned,
Cataloged, Withdrawn and Added
May 1, 1943 - April 30, 1944

<u>Accessions</u>		9,657
<u>Additions</u>		
Purchases	8,466	
Gifts	599	
Total new titles added		9,065
<u>Withdrawals</u>		
Discards	1,443	
Lost and paid	87	
Lost - not paid	874	
Total withdrawn		2,404
<u>Catalog cards added</u>		32,540
<u>Volumes recataloged</u>		1,624
<u>Total volumes cataloged</u>		10,689

Net gain for the year 6,661

Book Stock

	No. of Vols. <u>Apr. 30, '43</u>	Additions <u>43-44</u>	Withdrawals <u>43-44</u>	Net Gain <u>43-44</u>	No. of Vols. <u>Apr. 30, '44</u>
Adult Circ.	26,800	3,952	1,092	2,860	29,660
Adult YA	466	167	1	166	632
Adult Ref.	8,641	2,339	37	2,302	10,943
Boys & Girls	<u>10,000 (Est.)</u>	<u>2,607</u>	<u>1,274</u>	<u>1,333</u>	<u>11,333</u>
Totals	45,907	9065	2404	6661	52,568

BOOK STOCK - ADULT DEPARTMENT

Class	No. of Vols. Apr. 30, '43	Withdrawals	Additions	No. of Vols. Apr. 30, '44
Adult Circulating				
000	349	10	43	382
100	743	29	150	864
200	1,231	6	115	1,340
300	2,664	28	313	2,949
400	309	8	32	333
500	892	13	87	966
600	2,087	11	312	2,388
700	1,790	4	144	1,930
800	3,090	128	352	3,314
900-Hist.)		(153	370)	
900-Travel)	4,424	263 (84	117)	4,870
900-Biog.)		(26	232)	
Fiction	9,221	458	1,685	10,448
Unclass.		134		
Total	26,800	1,092	3,952	29,794-134 29,660

YA Circulating				
000	2		5	7
100	4		7	11
200	2		0	2
300	33		22	55
400	0		1	1
500	20		3	23
600	36		14	50
700	40		12	52
800	41		2	43
900-Hist.)			10	
900-Travel)	94		4	131
900-Biog.)		1	24	
Fiction	194		63	257
Total	466	1	167	632

Adult Reference				
000	2,928	5	980	3,903
100	7		22	29
200	274		82	356
300	1,114		198	1,312
400	68		88	156
500	327	4	25	348
600	528	13	283	798
700	431	1	18	448
800	982	5	215	1,192
900-Hist.)		(3	216)	
900-Travel)	1,484	9 (6	68)	1,779
900-Biog.)		(	20)	
Fiction	15			15
W. Va.	450		124	574
Foreign	33			33
Total	8,641	37	2,339	10,943

Totals - April 30, 1944:

Circulating Adult - 29,660
 Circulating YA 632
 Reference 10,943

Net gain in
 Adult Books 4,993

CIRCULATION - YEAR 1943-1944

MAIN LIBRARY	<u>1943-1944</u>	<u>1942-1943</u>
Adult Dept.		
Non-fiction	29,151	34,246
Fiction	45,130	51,987
Total	74,281	86,233
YA Collection		
Non-fiction	2,541	
Fiction	2,673	
Total	5,214	
Total Adult Dept.	79,495	86,233
B & G Dept.		
Non-fiction	8,540	7,790
Fiction	34,837	19,714
Total	43,377	27,504
Teacher's Collection		
Non-fiction	1,232	
Fiction	10,539	
	11,771	6,445
Total B & G Dept.	55,148	33,949
TOTAL FOR MAIN LIBRARY	134,643	120,182
EXTENSION DEPT.		
Bookmobile		
Adult Books		
Non-fiction	6,213	3,187
Fiction	22,357	17,669
Total	28,570	20,856
Juvenile Books		
Non-fiction	5,744	3,276
Fiction	20,597	12,178
Total	26,341	15,454
Teachers Coll. Adult		
Non-fiction	1,764	
Fiction	427	
Total	2,191	
Juvenile		
Non-fiction	1,259	
Fiction	7,380	
Total	8,639	
Total Teachers Collection	10,820	4,025
TOTAL FOR EXTENSION DEPT.	65,741	40,335

Circulation - Year 1943 - 1944

	<u>1943-1944</u>	<u>1942-1943</u>
GARNET BRANCH		
Adult Dept.		
Non-fiction	5,481	4,067
Fiction	4,683	5,937
Total	10,164	10,004
Juvenile Dept.		
Non-fiction	3,247	2,840
Fiction	1,761	1,232
Total	5,008	4,072
Total for Garnet Branch	15,172	14,076
GRAND TOTAL ALL DEPARTMENTS	215,556	174,593

SUMMARY

Adult		
Non-fiction	45,150	41,500
Fiction	75,270	75,593
Total	120,420	117,093
Juvenile		
Non-fiction	20,022	13,906
Fiction	75,114	33,124
Total	95,136	47,030
Teacher Co.. 1942-1943		
Total		10,470
GRAND TOTAL	215,556	174,593

REGISTRATION - YEAR 1943-1944

	<u>1943- 1944</u>	<u>1942-1943</u>	
MAIN LIBRARY			
Adult Dept.			
New borrowers	2,306	2,654	
Re-registered	823	464	
Total	3,129		3,118
B & G Dept.			
New borrowers	1,009	843	
Re-registered	96	109	
Total	1,105		952
Total Main Library		4,234	4,070
EXTENSION DEPT.			
Bookmobile			
New borrowers	2,103	935	
Re-registered	73	7	
Total		2,176	942
GARNET BRANCH			
New borrowers	169	135	
Re-registered	56	1,074	
Total		225	1,209
GRAND TOTAL			
NEW BORROWERS	5,567	4,567	
RE-REGISTERED	1,052	1,654	
TOTAL		6,635	6,221

RECORD OF EXTENSION DEPARTMENT
SHOWING BOOKS CIRCULATED AT EACH COMMUNITY REACHED BY
THE BOOKMOBILE
May 1, 1943 - April 30, 1944

Stop	No. of Stops	Adult Non-Fict.	Adult Fict.	Adult Total	Juvenile Non-Fict.	Juv. Fict.	Juv. Total	Grand Total
Belle	23	695	147	842	263	1,107	1,370	2,212
Bonham	15	13	3	16	74	215	289	305
Carbide	39	143	442	585	48	82	130	715
Cedar Grove	26	63	698	1,361	86	252	338	1,699
Chelyan	26	89	598	687	278	1,298	1,576	2,263
Chesapeake	25	72	285	357	115	334	449	806
Clendenin Grade	17	53	227	280	238	799	1,037	1,317
Clendenin PO	26	177	436	613	82	455	537	1,150
Dunbar	26	337	1,103	1,440	266	1,230	1,496	2,936
Dupont City	21	41	214	255	23	97	120	375
Dupont High	17	103	611	714	95	447	542	1,256
East Bank	26	150	829	979	19	125	144	1,123
Elkview Grade	25	112	169	281	179	533	712	993
Elkview High	19	126	179	305	63	268	331	636
Eskdale G'd'e	16	107	484	591	287	872	1,159	1,650
Eskdale Bus. Dist.	13	54	150	204	3	45	48	253
Falling Rock	17	50	420	470	311	952	1,263	1,733
Glasgow	18	23	333	356	28	153	181	537
High Lawn	26	174	771	945	220	961	1,181	2,126
Hope Gas	6	9	39	48	13	109	122	170
Institute	18	307	84	391	34	81	115	506

Extension Department (Cont'd)

Stop	No. of Stops	Adult Non-Fict.	Adult Fict.	Adult Total	Juvenile Non-Fict.	Juv. Fict.	Juv. Total	Grand Total
Kenna Homes	25	297	871	1,168	142	467	609	1,777
Leewood	16	96	203	299	38	198	236	535
London Wash. Sch.	26	246	761	1,007	25	129	154	1,161
London P O	10	2	85	87	(discontinued)			87
Malden	26	82	561	643	51	365	416	1,059
Marmet	26	69	582	651	140	344	484	1,135
Nitro	26	615	1,881	2,496	434	1,636	2,070	4,566
Ordinance Park	26	424	1,617	2,041	123	477	600	2,641
Pratt Jr. High	14	31	208	239	25	190	215	454
Pratt Store	26	173	542	715	79	417	496	1,211
Rand Negro	22	59	22	81	86	286	372	453
Rand White	25	58	240	298	210	534	744	1,042
Reed	25	121	540	661	65	311	376	1,037
St. Albans - Park Street	24	307	389	696	43	108	151	847
St. Albans - Grade	24	256	697	955	249	955	1,204	2,159
Sharon	24	73	114	187	213	615	825	1,015
Sissonville	16	289	1,196	1,485	95	298	393	1,878
So. Chasn.	24	110	573	683	112	317	429	1,112
Spring Hill	24	230	337	567	549	1,520	2,069	2,636
Ward - Grade	16	59	209	268	197	558	755	1,023
Ward - Jr.	26	275	1,287	1,562	187	760	947	2,509
TOTAL	916	6,769	21,129	28,509	5,788	20,900	26,685	55,098

NOTE: These figures do not include Teachers Collections.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
JUNE 2, 1944

The regular monthly meeting of the Board of Directors was held on June 2, 1944 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Senator Robertson
Mr. Flinn
Judge Hudson
Rabbi Goldberg
Miss Taylor
Mrs. Clark
Mrs. Rummel

Mr. Ray, the Chairman, presided.

The minutes of the Annual Meeting held on May 5, 1944 were corrected. The minutes, as corrected, were then approved and ordered filed.

The Chairman called for the Acting Librarian's report. The Acting Librarian made her report covering the month of May, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Chairman presented the report of the Budget Committee approving the tentative 1944-45 budget of \$60,378.00 for the Library and \$6,864.00 for Garnet Branch. In the discussion of the proposed budget the Chairman pointed out that the chief increase requested was \$6,600.00 for the book fund alone. Mr. Flinn moved that the said budget be approved as submitted and transmitted to the Board of Education with the request that the Board of Education approve the increases if such increases are in line with the general policy of the Board. The motion was seconded by Rabbi Goldberg, and a vote being taken, was unanimously adopted.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 98 and 99) and Mr. Flinn moved, Mrs. Clark seconding, that the bills be approved by the Library Board and transmitted to the Board of Education (List No. 99) and to the Finance Committee (List No. 98) for payment. The motion was carried.

Upon the recommendation of the Acting Librarian the following resolution was moved by Mr. Flinn, seconded by Mrs. Clark, and adopted:

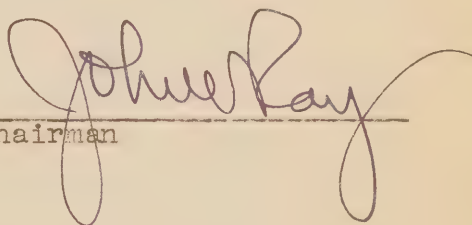
RESOLVED, That Allan M. Whitaker, Jr., be employed as substitute page at a salary of 25¢ per hour for 21 hours in the week beginning May 29th, 1944.

The Chairman stated that the Acting Librarian wished authorization to apply for the Library's Membership in the

Museum of Modern Art at a cost of \$15.00 per year. After discussion of the advantages of said membership, Mrs. Clark moved, Miss Paylor seconding, that the Library's membership to the Museum of Modern Art be authorized.

The Chairman presented a letter from Williamson Associates in reference to the preparation of a Library Booklet containing pictures and statistics of library activities and progress. The approximate estimate given for the printing of 5,000 booklets was \$715.00 After full discussion Judge Hudson moved, Rabbi Goldberg seconding, that the question of publishing such a booklet be postponed indefinitely. The motion was carried.

There being no further business, the meeting on motion adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
JULY 7, 1944

The regular monthly meeting of the Board of Directors was held on July 7, 1944 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Dr. Cook
Judge Ritz
Mr. Dickinson

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on June 2, 1944 were approved.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of June, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 100 and 101) and Judge Ritz moved, Dr. Cook seconding, that the bills be approved by the Library Board and transmitted to the Board of Education (List No. 101) and to

the Finance Committee (List No. 100) for payment. The motion was carried.

The Chairman stated that the Board of Education had approved the proposed budget for 1944-45 and that accordingly a new clerical position was provided. The Acting Librarian submitted the application of Miss Dorothy Black for the position of clerical assistant. After discussion, Mrs. Rummel moved the adoption of the following resolution:

RESOLVED, That Miss Dorothy Black be employed as a clerical assistant at a salary of \$75.00 per month beginning July 1, 1944.

The motion was seconded by Judge Ritz, and, a vote being taken, was carried.

The Chairman presented the resignation of Mrs. Catherine Hughes, clerical assistant in the Adult Department, which resignation was accepted. Judge Ritz moved the following resolution:

RESOLVED, That the Acting Librarian be authorized to employ, pending approval, a clerical assistant in the Adult Department to succeed Mrs. Hughes whose resignation is effective July 19, 1944.

The motion was seconded by Dr. Cook and, a vote being taken, was carried.

The Chairman stated that due to one staff member's taking 18 days' leave without pay in order to attend Library School and another member's taking 15 days' leave without pay because of health, there would be a surplus of \$165.00 in the salary fund and a serious shortage of personnel in a one-month period. He stated further that the Acting Librarian recommended employing a high school librarian, Mrs. Jean Collins, as a substitute

librarian for one month. In the discussion that followed it was pointed out that such an arrangement would be mutually advantageous since it would enable library staff members to become more familiar with high school library facilities and student needs and at the same time would give the high school librarian an opportunity to become better acquainted with public library resources available to teachers and students.

Pursuant to the discussion, Mr. Dickinson moved, Judge Ritz seconding, the adoption of the following resolution:

RESOLVED, That Mrs. Jean Collins be employed as a substitute library assistant in the Adult Department, beginning July 10 and ending August 8, 1944, at a salary of \$125.00.

A vote being taken, the motion was carried.

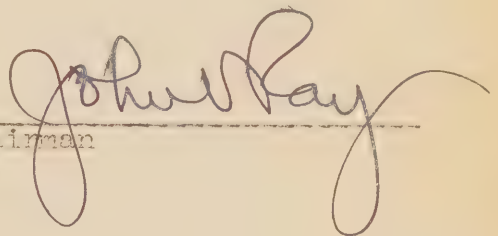
The Acting Librarian reported on the Vacation Reading Club, sponsored by the Boys' and Girls' Department, and outlined plans to be carried out with the approval of the Board of Directors. On a motion made by Judge Ritz and seconded by Mr. Dickinson, and duly adopted, the Acting Librarian was authorized to draw upon the funds of the Finance Committee for a sum not to exceed \$25.00, to be used for reading certificates and expenses of a final meeting of the Reading Club.

At the request of the Chairman, the Acting Librarian outlined the general subject, purpose, and program of the Ninth Institute to be conducted by the Graduate Library School of the University of Chicago during the week of August 21st to 26th. The Acting Librarian stated that she felt it would benefit both



the Library and library assistants to encourage as large an attendance from the Library as possible since the lectures and discussions on the subject of "Library Extension" would be especially pertinent. Judge Ritz moved, Dr. Cook seconding, that Finance Committee funds not to exceed \$200.00 be used to pay partial expenses of staff members who attend the Chicago Institute.

There being no further business, the meeting on motion adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
SEPTEMBER 8, 1944

The regular monthly meeting of the Board of Directors was held on September 8, 1944 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Miss Taylor
Judge Hudson
Judge Ritz
Mr. Hoffman

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on July 7, 1944 were approved.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the months of July and August, and after a discussion thereof, the report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 102, 103, 104 and 105) and Judge Ritz moved that

the bills be approved by the Library Board and transmitted to the Board of Education (List Nos. 103 and 105) and to the Finance Committee (List Nos. 102 and 104) for payment. The motion was duly seconded and carried.

The Chairman stated that resignations and the new 1944-1945 budget had necessitated changes in the clerical personnel during the summer months. After discussion of the changes, Mrs. Rummel moved the adoption of the following resolutions:

RESOLVED, That the resignations of Miss Dorothy Black and Miss Jean Boyles, effective August 5th and August 31st respectively, be accepted.

RESOLVED, That Miss Gloria Goodwin be employed as a clerical assistant in the Adult Department to succeed Miss Black at a salary of \$75.00 per month, beginning August 16, 1944

RESOLVED, That Miss Mildred E. Mooney be employed as a clerical assistant for cataloging and book order work, at a salary of \$75.00 per month, beginning August 29, 1944

RESOLVED, That Miss Betty Dodrill be employed as page to succeed Miss Jean Boyles at a salary of \$25.00 per month, beginning September 1, 1944

RESOLVED, That the salary of Mrs. Virginia Wills, clerical assistant in the Boys' and Girls' Department, be increased from \$75.00 to \$85.00 per month, beginning August 1, 1944

The motion was seconded by Judge Ritz, and, a vote being taken, was carried.

Judge Ritz stated that a recent book dealers' catalog had listed several titles which are suitable purchases for the Bradford Collection. Judge Ritz mentioned specifically, "Life and Times of Anne Bailey," by V. A. Lewis; "Chronicles of Border Warfare," by Alexander S. Withers; "Notes on the State of Virginia," by Thomas Jefferson; and "The History and Present State of Virginia," by Robert Beverly. Judge Ritz introduced the following resolution:

RESOLVED, That the Acting Librarian be authorized to purchase such of the above titles as she may deem of value to the Library, as well as other titles relative to the history of West Virginia, for addition to the Bradford collection.

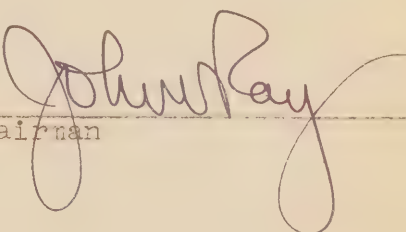
The motion was seconded by Miss Taylor, and, a vote being taken, was carried.

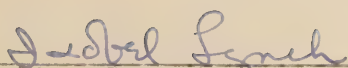
It was further suggested that Judge Ritz prepare a list of books suitable for the Bradford collection, which list should be given to the Acting Librarian so that purchases could be made as titles become available through secondhand sources.

The Acting Librarian reported on a preliminary discussion she had had with representatives of the South Charleston Library. The Acting Librarian stated that these representatives wished to make arrangements with the Board of Directors whereby the distribution of public library books could be increased and made more effective in South Charleston. The South Charleston Library committee agreed to prepare a written statement of their specific

needs which will be sent to the members of the Board of Directors in advance of the October meeting, at which time the South Charleston Library representatives are scheduled to meet with the Board and to discuss their requests. The general policy of the Library Board in extending its service was considered and the Acting Librarian was directed to prepare for the Board members a report on the South Charleston situation which would suggest the extent to which South Charleston's requests could be met without prejudice to existing library services.

There being no further business, the meeting on motion adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
OCTOBER 13, 1944

The regular monthly meeting of the Board of Directors was held on October 13, 1944 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Mr. Ray
Mrs. Rummel
Miss Taylor
Mr. Flinn
Mr. Dayton

The following representatives of the South Charleston Library Commission were present as guests:

Mrs. Phil Allen
Mr. T. J. Arant
Mr. Thomas Roper, Jr.

The minutes of the meeting held on September 8, 1944 were approved.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of September, and after a discussion thereof, the report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable. The Acting

Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 106 and 107) and Mrs. Jummel moved that the bills be approved by the Library Board and transmitted to the Board of Education for payment. The motion was duly seconded and carried.

The Chairman stated that Miss Gloria Goodwin, clerical assistant in the Adult Department, had resigned from the staff as of September 16th, and that Miss Reva Urdine Haynes had applied for the position made vacant by Miss Goodwin's resignation, and had been employed on a temporary basis since that date. Mr. Flinn moved the adoption of the following resolution:

RESOLVED, that Miss Reva Urdine Haynes be employed as a clerical assistant to replace Miss Goodwin at a salary of \$75.00 per month beginning September 16, 1944.

The motion was seconded by Miss Taylor, and, a vote being taken, was adopted.

The Chairman read to the Meeting a copy of a letter relating to the sale or lease of the vacant property situate on the south side of the library building. Mr. Flinn stated that the question had been presented to the Board of Education by a group which wished to erect a recreational building in the space which is now used for a parking lot. He stated further that the Board of Education desired the opinion of the Library Board of Directors in the matter. After a discussion of the desirability of having a building which would house bowling alleys, pool rooms, basket ball courts, gymnasiums, etc. so close to the library building, Miss Anna Taylor presented the following motion:

WHEREAS, inquiries have been made in regard to a sale or lease of the vacant property situate on the south of the Library Building between Hale and Dickinson Streets, to be used with the property to the south thereof, for the erection of a large sports center, housing gymnasiums, basket ball courts, bowling alleys, pool rooms, game rooms and other facilities of like character; and,

WHEREAS, the erection of such a structure in such close proximity to the Library Building will greatly interfere with the operation of the Kanawha County Public Library because of the noise which accompanies such sports and games, and the shutting out of light and air which the Library Building now enjoys; and,

WHEREAS, it is desirable that the space to the south of the Library Building be kept open not only for the benefit of library activities, but as a matter of municipal welfare because of the lack of parks and open spaces in the business section of the City of Charleston.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Kanawha County Public Library is opposed to the sale or lease of the vacant property situate to the south of the Library Building, or to the erection of any structures thereon;

RESOLVED, FURTHER, that the Chairman of this Board do appear before the Board of Education and on behalf of this

Board urge that any offer to purchase or lease the said property be rejected.

The motion was seconded by Mr. Dayton, and, a vote being taken, was unanimously adopted.

The Chairman stated that Mrs. Allen, Mr. Arant and Mr. Roper, of South Charleston, were present to discuss a petition for additional library service in South Charleston, which had been submitted to this Board, a copy of which had been sent to each Director. Mr. Roper, at the request of the Chairman, reviewed the various items of the South Charleston Library Commission's petition. A discussion followed and it was the opinion of those present that the Kanawha County Public Library, by designating the South Charleston Library as a library agency, could grant immediately some of the specific aid requested, such as, a loan of books which would be duplicates of volumes in the Main Library, instruction of the personnel of the South Charleston Library, and assistance in the general operation of the South Charleston Library. The question of the establishment of the South Charleston Library as a branch library was considered. Mr. Flinn moved the adoption of the following resolution:

RESOLVED: That the Acting Librarian and staff of the Kanawha County Public Library make a survey of the South Charleston Library and, upon the completion thereof, a report to this Board embodying their recommendations in regard to the petition of the South Charleston Library Commission.

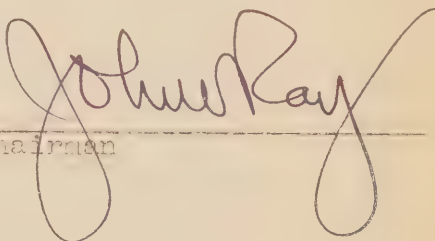
The motion was seconded by Mrs. Rummel, and, a vote being taken, was unanimously adopted.

At the conclusion of this business, the representatives of the South Charleston Library Commission withdrew.

The Acting Librarian outlined briefly the series of four radio programs sponsored by the Library which are to be broadcast over a local radio station in October and November, and the arrangements for them were approved.

The library-sponsored series of book reviews and informal talks scheduled for the fall and winter months were also discussed.

There being no further business, the meeting on motion adjourned.


Chairman


Acting Secretary

PROSPECTUS

PRESENTED TO THE KANAWHA COUNTY LIBRARY BOARD

By

THE SOUTH CHARLESTON LIBRARY COMMISSION

REQUESTING ASSISTANCE IN THE DEVELOPMENT AND OPERATION OF THE SOUTH CHARLESTON LIBRARY

The present library in South Charleston was originally put into operation on February 19, 1942, in the Community Building constructed by the Federal Security Agency of the United States Government. This Community Building was constructed for the use of service men, war workers and others of the community and the library was provided as one of the services of this center. This Community Building was staffed by W.P.A. workers and operated by the Town of South Charleston. The W.P.A. was abolished in April 1943. Since that time all Recreational employees, including librarian, have been paid by the City of South Charleston. The City of South Charleston is to have the first option on the purchase of the building at the end of the emergency.

In order to administer to the operation of this building and to the rest of the recreation setup located in the same area, the Mayor and City Council of the City of South Charleston appointed a Recreation Commission of five persons. This Commission in turn appointed a commission of citizens to conduct the affairs of the Library. This Library Commission has been in charge of the operation of the Library for the past year.

Under its jurisdiction the South Charleston Library Commission has the facilities for a small library adequate to meet the needs of the people of South Charleston. The present library is located in the South Charleston Recreation Center and was planned and constructed for library use. It is easily accessible, fittingly furnished and located in pleasant surroundings.

One of the staff of paid workers who operate the Recreation Center is a librarian who devotes her full time to the Library and its activities.

During the period when the Library functioned under W.P.A. personnel that agency provided the necessary books and periodicals for its operation. However, during the past year, all of the books provided by W.P.A. have been removed for use by other government agencies. Since the withdrawal of books loaned by the W.P.A., the Library Commission has been instrumental in supplementing the book supply by private contributions of books and periodicals. Through the efforts of this Commission some funds have been raised by way of benefits of various types and these funds have been used to purchase books and supplies. Several organizations in the City have contributed subscriptions to popular magazines for use in the library.

The Library Commission is cognizant of the fact that the book supply in the library is wholly inadequate and due to the limited supply of funds available it cannot provide a suitable supply. It also realizes that properly to equip its library it must have the assistance of an experienced group such as yours with the facilities you have at hand and that trained personnel such as you have at your disposal are necessary to help it to operate in an efficient manner.

It is with these ideas in mind that the South Charleston Library Commission respectfully makes the following requests:

1. That the South Charleston Library be affiliated with the Kanawha County Public Library and serve as a library agency of the County Library for the balance of the current fiscal year, and that, if possible, the Kanawha County Public Library Board of Directors incorporate in its budget requests for 1945-1946 sufficient funds to operate the South Charleston Library as a branch of the Kanawha County Public Library.

2. That the Kanawha County Public Library staff make a survey of the facilities and equipment of the South Charleston Library to determine its requirements as a library agency which may later become a branch library in the county library system.

3. That on the basis of this survey the Kanawha County Public Library, from its supply, supplement the South Charleston Library book supply. These books can be provided by way of an indefinite loan to the South Charleston Library.

4. That the Kanawha County Public Library provide a monthly allotment of 25 new books or its equivalent for the South Charleston Library in order that a permanent stock of books can eventually be obtained.

5. That the Kanawha County Public Library, from its supply, furnish library supplies for the operation of the South Charleston Library.

6. That the trained personnel of the Kanawha County Library assist the South Charleston Library in the cataloging and arrangements of its books.

7. That the Librarian of the South Charleston Library be trained at the Kanawha County Library in the operation and care of library activities and equipment.

8. That the South Charleston Library be permitted to co-operate with the Kanawha County Library by acting as an agency for the issuance and return of books for Kanawha County Library patrons who wish to avail themselves of such service and in any other manner suggested by the County Library.

The South Charleston Library Commission feels sure that with this assistance from the Kanawha County Public Library a definite and much needed service can be provided to the people of South Charleston. Also it is hoped that by this sort of co-operation the South Charleston Library may be of some help to the Kanawha County Library in its endeavor to be of maximum service to the residents of the County.

Respectfully submitted,

SOUTH CHARLESTON LIBRARY COMMISSION,

By Mrs. Phil Allen

9-18-44

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
NOVEMBER 3, 1944

The regular monthly meeting of the Board of Directors was held on November 3, 1944 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Mr. Ray
Mrs. Rummel
Mrs. Clark
Miss Taylor
Judge Hudson
Judge Ritz
Dr. Cook
Rabbi Goldburg

The minutes of the meeting held on October 13, 1944 were approved.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of October, and after a discussion thereof, the report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 108 and 109) and Judge Ritz moved, Dr. Cook seconding, that the bills be approved by the Library Board and

transmitted to the Board of Education for payment. The motion was carried.

The Chairman asked for the report on the survey of South Charleston library facilities made at the direction of the Library Board by members of the Library staff. The Acting Librarian read a report which summarized the observations and suggestions made by the individual reports of Miss Brown, Miss Fredrickson, Miss Moore and Miss White. In general, the reports showed that there was a need for additional library service in South Charleston, but pointed out numerous disadvantages in the means of increased service so far suggested. After a full discussion of the report, Judge Ritz presented the following resolution:

RESOLVED, That the Acting Librarian's report and the reports of the Department Heads be mimeographed and sent to each Board Member for study, and,

RESOLVED FURTHER, That the Chairman appoint a special committee to investigate the problems of library service in South Charleston and prepare recommendations as to possible solutions at the next meeting of the Board of Directors.

The motion was seconded by Mrs. Clark, and, a vote being taken, was adopted. Mr. Ray, the Chairman, accordingly appointed the following to serve on a special committee to consider the question of library service in South Charleston: Dr. Cook, Chairman, Rabbi Goldberg, Judge Hudson, Judge Ritz, and Mr. Flinn.

The Chairman read a letter of resignation submitted by Mrs. Geraldine Bond who requested release from full-time

employment, effective December 1, 1944, for reasons due to her health. On motion duly made and seconded, Mrs. Bond's resignation was accepted with regret, and the Acting Librarian was directed to find suitable applicants for the position made vacant.

A memorandum, prepared by the Acting Librarian, reporting staff absences due to sickness was read by the Chairman. The memorandum pointed out that Miss Gertrude Kennedy's absences which were three times the expected average were causing a situation whereby, in consequence, the library work undertaken for the year could not be accomplished.

In the course of the discussion which followed, Judge Ritz presented the following resolution for consideration:

WHEREAS,

The health of Miss Gertrude Kennedy renders her incapable of fulfilling the demands of her position as library assistant,

BE IT RESOLVED:

That the resignation of Miss Kennedy be requested, and

BE IT FURTHER RESOLVED:

That the Acting Librarian be authorized to employ a library assistant, replacing Miss Kennedy, and possessing the qualifications adopted by the Library Board on April 2, 1940.

The motion was seconded by Mrs. Rummel, and the Chairman called for discussion of the question. Rabbi Goldberg objected to the resolution on the grounds that the dismissal of an employee for reasons of health might be criticized as unnecessarily unfeeling on the Board's part. Rabbi Goldberg asked if Miss Kennedy's technical and professional abilities

were satisfactory. The Chairman reminded the members present of a former Board Meeting (April 2, 1940) at which action was formally taken directing the librarian to release Miss Kennedy along with other staff members who did not possess the qualifications adopted by the Board. The Chairman further stated that, although Mr. Butler did not request Miss Kennedy's resignation at that time, Miss Kennedy, in the four years subsequent to that date, had done nothing to qualify herself for the position of library assistant. Judge Ritz then amended his resolution to read as follows:

WHEREAS,

Miss Gertrude Kennedy does not possess the qualifications for the position of library assistant,

BE IT RESOLVED:

That Miss Kennedy's resignation be requested, effective at such time as her position can be filled by a qualified librarian, and

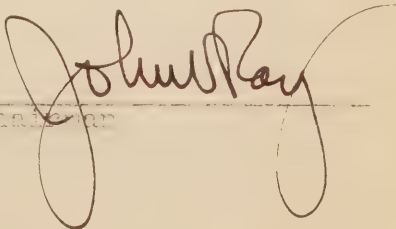
BE IT FURTHER RESOLVED:

That the Acting Librarian be directed to secure applicants, possessing the qualifications adopted by the Library Board on April 2, 1940, for the position now held by Miss Kennedy.

The amended resolution was acceptable to Mrs. Rummel, the seconder, and, a vote being taken, was unanimously carried.

There being no further business, the meeting, on motion, adjourned.


Acting Secretary


Chairman

SURVEY OF SOUTH CHARLESTON LIBRARY FACILITIES

WITH RECOMMENDATION

South Charleston as a community with a population of 10 to 15 thousand, its own political organization, and distinctive industries, should have public library service. Geographical nearness to Charleston and the Kanawha County Public Library make it unnecessary for South Charleston to have more than a branch library at the most.

Up to the latter part of October 1944 when a deposit collection of books was made available to the South Charleston Library, residents of South Charleston had at their disposal the following library facilities.

1. Use of the main library book collection -
The main library is used by about 600 residents of South Charleston
2. Use of the Bookmobile on the average of
about 2 hours per week. This service is
used by about 175 residents of South
Charleston
3. Use of the South Charleston Public Library -
The South Charleston Public Library records
are not adequate, but a generous estimate
would be that about 100 residents use its
facilities

The total of these library users, 875, is less than 10% of South Charleston. Since 10% of all the people in Kanawha County, regardless of their ability to use any library services, are registered as borrowers in the Kanawha County Public Library, it seems reasonable to assume that present library facilities in South Charleston are not adequate.

The conclusions reached above entail the consideration of means to increase library facilities in South Charleston. The experience and practice of other public libraries suggest that the means be the establishment of a branch library, or a station library.

A branch library should meet the following requirements:

1. Trained personnel capable in administrative work, book selection, and reference work as well as in the clerical techniques used in public libraries

REPORT ON THE STATE OF THE LIBRARY

1950

The following is a summary of the work done during the year 1950. The work was done in accordance with the plan of work approved by the Board of Directors at its meeting on October 10, 1949. The work was done in accordance with the plan of work approved by the Board of Directors at its meeting on October 10, 1949.

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A branch library should meet the following requirements:

1. Trained personnel capable in administrative work, book selection, and reference work as well as in the clerical techniques used in public libraries

2. A basic book collection which will take care of the most general reference and recreational needs of the majority of users
3. Location and physical equipment adapted to efficient library service

A station differs from a branch in that its requirements are less in almost every respect. A station might be designated as a stage in the development of branch library service. A station can be operated by non-professional or volunteer personnel. It is administered directly by the main library personnel which supervises both book selection and clerical work. A station book collection is small. Since station establishment marks only a temporary stage in library development, location and physical equipment are not as important factors as they are in the case of branch libraries.

Under present conditions the Kanawha County Public Library cannot establish a branch library unless sufficient funds are allocated for such establishment by the Board of Education. Without including the initial expense of equipment, it would cost at least \$3,000 a year to operate a branch library in rent-free quarters.

The resources of the Kanawha County Public Library for the establishment of even a station library are extremely limited in personnel time which would be needed for administration and supervision. In the past two years the library's work has increased appreciably and there has not been a corresponding increase in the professional staff.

Books and funds for books and supplies can be made available for the establishment of one station without neglecting the primary purposes of serving present readers and of building up an adequate book collection for the entire County. If a station is established in South Charleston, there will be no resources whatsoever in the way of personnel time, books, or funds for books for any other community in Kanawha County for the balance of the current year. In future years continuance and establishment of station or branch libraries will be possible only if the Library budget is increased.

The Department Heads and I are agreed that the situation in South Charleston in regard to library service demands more than the Bookmobile facilities now available. We are also agreed that unless the Board of Education provides funds for the establishment of library service which would be, in its personnel, books, location and equipment, entirely the responsibility of the Kanawha County Public Library, the most that the present resources could provide toward the establishment of a station library would be books and part of the supervisory or administrative and clerical time required to operate one station anywhere in the County. Some of us feel that such resources should be extended to the South Charleston Public Library with the understanding that South Charleston make

available space, equipment and one full-time worker as already established.

Other reports point to the following factors which indicate that some other solution to the South Charleston Library problem should be found:

1. The location of the Recreation Center which houses the library is poor in many respects: It is too far from the center of South Charleston; it is not near any bus stop; a few South Charlestonians, when questioned, said it would be more convenient to continue using the main library on regular shopping days, than to walk to the South Charleston library
2. Except for great willingness and eagerness to learn, the selected worker for the South Charleston Library is totally unqualified
3. The basis for the request for library service has been primarily that the children need books and reference service for school work. Adults can use the main library, but most children cannot. The question is raised as to whether this special need can better and more efficiently be met by school library service

These reports conclude by stating that the need for more library service in South Charleston is not any less because of the foregoing observations. The conclusion to be drawn is that with both inadequate personnel and a bad location as obstacles to be overcome, the opportunity for supplying satisfactory library service for both adults and children in South Charleston is very doubtful.

We all are agreed that the disadvantages of location and personnel are serious. But, even though neither of these obstacles may be removed at present, we are technically prepared to establish a station in South Charleston. If the Board of Directors decides to establish a station in South Charleston we strongly recommend that if no change of personnel or location is made this year, such changes should be the library's responsibility and be provided for in the 1944-45 budget.

The reports of Miss Brown, Miss Fredrickson, Miss Moore and Miss White, containing recommendations as to procedures and policies, follow:

REPORT ON WORK WITH CHILDREN FOR THE SOUTH CHARLESTON LIBRARY

It seems to me that a community the size of South Charleston is greatly in need of additional service from the Kanawha County

Public Library; and, at present, the establishing of a station is the most practical way to secure this service.

Across the street from the present library there is a grade school with no school library. In each class room there are a few books for recreational reading and several reference books. Since school closes at three o'clock, children are obliged to do their home work in the public library if they do not have reference books at home. Here is an opportunity for the library to render a great service to the children of South Charleston!

Several times during the present school year, children have called the Boys' and Girls' Department, asking us to read reference material over the telephone. The Bookmobile is not equipped for this type of service, so it seems to me that a station is the logical place for a good school reference library. Since a station is usually open evenings, children would be able to come to the library with their parents to do their reference work.

If a station is established at South Charleston, there would need to be very close supervision of the work from the children's department. This would make extra work for the clerical in our department, but if books could be ordered for South Charleston just as they are for the Bookmobile, registration handled exactly as our own, circulation figures simply recorded at the end of the month, the extra work could be cut down.

There are now about one hundred and fifty children's books at the South Charleston library. This is perhaps better than nothing---but not much better. If a good collection of children's books is to be built up at South Charleston, there would need to be at least twenty-five new titles added each month; and the following magazines for children should be available: Playmate, Child Life, Story Parade, and Boy's Life.

Registration procedure should be exactly like that at the main library. South Charleston cards should be honored at main library. Circulation records should be sent to the Boys' and Girls' Department at the main library on the last working day of the month. Overdue and fine records would have to be handled by the station librarian each day. A report of activities should be sent in with the circulation report at the end of the month.

- Wilma Brown

REPORT ON TECHNICAL PROCESSES FOR THE SOUTH CHARLESTON LIBRARY

In view of the present population of South Charleston and the growth that can be foreseen due to the industrial enterprise, I believe that plans should be made to make the library a branch of the Kanawha County Public Library system.

With a collection of approximately 200 books as the present library's permanent collection and if 25 books or the equivalent are to be added each month in 2 years the collection would be 500 volumes and in four years over 1000 volumes. Library authorities recommend a catalog for a collection of 1000 books. I would recommend the catalog be started now, with the following reservations: (1) The typist at South Charleston community center spend the necessary time at the Main library to type the authority card from the official card kept in the Catalog Department. This, I would judge, would take one day a month after the initial 200 volumes were cataloged. Until then as much time as she could be spared at the community center would be necessary to catalog the initial collection. (2) That she spend definite hours in the South Charleston Library to type the additional catalog cards, book cards and pockets, and letter the books. This would take approximately 14 hours a month after the initial 200 volumes were cataloged. The librarian would have to be responsible for all revision of typed cards and filing the catalog. The Catalog Department will be glad to teach her this part of the work

The catalog should include author card, title card, all subject cards for non-fiction, and an entry for the first joint author. All other added entries could be omitted with a few exceptions where the clarity of finding a volume might be jeopardized. This would eliminate the subject card for fiction, illustrators for Boys' and Girls' books and annotations which are not necessary for a branch catalog.

The books should be accessioned along with the accessions of the main library and entered on the same shelf list with an S.C. in pencil or whatever symbol is to be used on records to designate that branch. One shelf card saves supplies and helps in book ordering and would show the number of copies owned in the system, location, etc.- allowing for possible shifting or new purchases avoided. A duplicate shelf card should be made by the typist when she types the additional catalog cards etc. at the branch. A duplicate shelf list for branch use is almost indispensable for taking inventory. Some discarded cards can be used for this file to save the expense of catalog cards. The same book cards and pocket can be used for the branch as used for the main library with a branch symbol stamped in the right hand corner of the card and pocket. The symbol of the branch should also be stamped on the back of the title page. Then the only new material needed to catalog the books for the branch would be a rubber stamp with the symbol of the branch and a stylus for use at the branch.

I would recommend the cataloging for the branch be taken over by the Catalog Department at their earliest convenience. It would not be advisable for the department to assume the work until the most of the re-cataloging is completed.

The other process directly connected with the Catalog Department is the withdrawal records for the cataloged volumes. When a book is lost or worn out the book card is marked with the

With a collection of approximately 500 books as the
 at library's permanent collection was 12 1/2 years or more
 equivalent are to be added each month in 3 years the collection
 would be 500 volumes and in four years over 1000 volumes. Library
 authorities recommend a schedule for a collection of 1000 books.
 I would recommend the schedule be started now, with the following
 reservations: (1) The typist at Boston Government Community Center
 spend the necessary time at the Main Library to type the schedule
 from the official card kept in the Catalog Department. This
 I would judge, would take one day a month when the schedule
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 initial collection. (2) That the second definite source is the Boston
 Government Library to have the additional catalog cards, book cards
 and books, and later the books. This would take approximately
 14 hours a month from the initial 500 volumes were assigned.
 Librarian would have to be responsible for all material of books
 cards and filling the catalog. The Catalog Department will be
 to check her this part of the work.

The catalog should include authors, titles, subjects
 subject cards for non-fiction, and an entry for each book
 number. All other subject cards could be omitted with a few exceptions
 items where the catalog is finding a volume might be important.
 This would eliminate the need for the Librarian, Librarian for
 Books, and Office books and materials which are not necessary for
 a branch catalog.

The books could be accumulated along with the necessary
 of the main library and entered on the same card with an A.C.
 in pencil or whatever symbol is to be used on records to designate
 the branch. One small card saves space and helps in book
 and would show the number of books owned in the branch, total
 total, etc. - all these are entered in the book card and
 A duplicate should also be made by the typist who the books
 the additional catalog cards etc. to the branch. A duplicate should
 that the branch use as almost the only record of the books in the
 some discarded cards and be used for this file to save the expense
 of catalog cards. The same book number and pocket can be used for
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necessary information, "withdrawn" or "paid" as the case may be and the date. If paid, the price should be added. If it is the only copy or the last copy, the duplicate shelf card and the catalog cards are withdrawn and along with the book card are sent to the Catalog Department. If there is a copy of the book still in the branch, a line is run through the accession number of the volume withdrawn and the record added after the accession number; e.g., ~~178925~~ pd. 1.25 1/2/45, and left in the shelf list file. The book card alone is sent to the Catalog Department.

- Annis Fredrickson

EXTENSION DEPARTMENT'S RECOMMENDATION
FOR SOUTH CHARLESTON LIBRARY

I. Research done

- A. The Bookmobile has registered 175 borrowers who live in South Charleston proper, plus an additional 18 whose cards have expired without renewal, making a total of 193.
- B. The Bookmobile stop in South Charleston is for one hour and forty-five minutes every other Monday, at the Post Office, about five blocks from the Recreation Building and two blocks back from the main business street.
- C. The South Charleston Recreation Center is used by many groups, religious, social, industrial, civic, service, educational, and children's. During the month of September there were 113 meetings, with an attendance of 12,066. Probably the majority of this attendance, however, is at dances, when those attending would not be apt to use the library. Those groups using the building which would be possible library borrowers would be the Woman's Civic Club, the Mother's Service Club, the Girl Scout troupes, the directed recreational activities for grade and high school pupils, the Boys' Club and Girls' Club.

II. Recommendations

- A. The location of the South Charleston library is not in easy access to the majority of the population even of South Charleston proper. Many people feel it is easier to catch a bus into Charleston than to walk 10 to 20 blocks to the Recreation Building. Some of the present Bookmobile patrons will probably use the Carbide stop or the Main Library rather than go to the Recreation Building.

Therefore, I recommend that unless the use of the library by adults increases a great deal in the next few months we do not plan on this location as permanent, or count too much on its success.

- B. I recommend, however, that we accept the South Charleston Library as an agent of the Kanawha County Public Library,

as a station, until branch status in a good location can be established. I recommend that we do all that we can in the way of supplying books and professional supervision to make the present library as adequate as possible in providing library service to the citizens of South Charleston.

- C. I recommend that the Library Board, the South Charleston Library Board, and the citizens of South Charleston, should ask the Board of Education for sufficient funds in next year's budget, to be supplemented perhaps with funds granted by the City of South Charleston, to establish a branch in a good location with a professional person added to the staff of the Kanawha County Public Library for that branch.
- D. I recommend that Bookmobile service be withdrawn from the Post Office Stop, but continue at the Carbide stop, Spring Hill, and Kenna Homes.
- E. I recommend that the overall supervision should be in the hands of Miss Lynch, with the Adult, Children's, Cataloging, and Extension Departments performing specific duties.
- F. I recommend that the Extension Department shall furnish books from the Deposit Collection at frequent intervals, calling in titles not being read or titles needed elsewhere. It shall co-operate with Miss Lynch in supervision and publicity whenever possible. It shall furnish certain supplies useful in a station.
- G. Although patrons should be urged to use their library card at either the Main Library, South Charleston Library, or on the Bookmobile, they should not be encouraged to return books to the South Charleston Library which were taken out at one of the other two agencies, or to the other units books belonging to South Charleston library, because of the problem of delivery. Large collections of books can be delivered by transport companies, leaving only new books and occasional requests for other means of delivery. Either Mr. Hoblitzell could make weekly trips to deliver these, or the Bookmobile could make a stop once every other Monday, the Monday formerly including the Post Office stop, at 3:30 o'clock, just before going to the Carbide 3:45 stop.
- H. I recommend that new books be purchased monthly for South Charleston Library, of best seller and popular nature and good standard titles of lasting interest, with the majority of purchases being for children and teen age groups.
- I. I recommend that the rules for the station be as simple as possible and should be written down for the use of both the South Charleston library assistant and the Main Library.
- J. Both the Main Library and the South Charleston Library should work on publicity--using posters, newspapers, and

contact with clubs and schools to further the use of the library.

- Lucille Moore

RECOMMENDATIONS FOR THE ESTABLISHMENT OF
REGULAR LIBRARY SERVICE FOR SOUTH CHARLESTON
BY THE KANAWHA COUNTY PUBLIC LIBRARY

South Charleston is an independent town of between 12,000 and 15,000 residents, largely supported by taxes paid by the industrial plants located within its limits. In a social sense the town is a separate unit, not a suburb, but it is dependent on Charleston for much of its shopping and theatre-going.

Present Library Service for South Charleston

At present the library needs of the town are serviced by two agencies: the Kanawha County Public Library in Charleston and its Bookmobile, and the South Charleston Library. The Bookmobile stops in South Charleston at the Post Office on alternate Mondays, and the entrance to Carbide and Carbon plant every Monday. In addition, it stops biweekly at Kenna Homes (a housing development on the edge of town), and at Spring Hill (an extension of South Charleston). About 175 residents of South Charleston proper are holders of bookmobile library cards. In addition to this number, approximately 600 South Charleston residents are registered at the Main Library in Charleston. Bookmobile and Main library cards may be used interchangeably. Thus, 775 persons out of 15,000 are now library users.

The South Charleston Library is located in the second floor, South Charleston Recreation Building on Third Avenue. It was started as a WPA project and later taken over by the South Charleston Recreation Commission. At the end of the war, the building will become the property of the South Charleston Recreation Center. At the termination of the WPA, all books in the library were sent to the State Library Commission in Morgantown. Since that time the Library has been maintained through the interest and support of the Colonial Club of South Charleston, with help from other clubs and individuals. The book stock has been accumulated through gifts and through the purchase of a few books by the clubs.

The library has been staffed by various clerical workers, most of them high school girls with no library professional training.

The location of the South Charleston library is a poor one, according to library standards. (Within the Recreation Building, it is located on the second floor, reached by a drab flight of steps, reminiscent of a reformatory.) The Recreation Center is about 5 blocks from the bus line and farther from the center of town. It is 2 1/2 blocks from the South Charleston High School and opposite the grade and junior high schools. It is in a residential section of homes in lower income bracket and close to the

Naval Ordnance Plant, but not to the entrance to the plant. The Recreation Center is used for dances, parties of all kinds, sports, etc. However, the situation of the library within the Center is not conspicuous enough to attract the casual visitor.

The library room is well lighted and a good size. The tables and chairs are attractive and the room is comfortable and homelike. The shelving now in use is inadequate and unsuited for library use. The bookcases have five-foot fixed shelves with the top shelf too high to be reached easily. The shelves are already sagging, due to their length. There are no book props and no adequate provision for children's books. The desk now in use not arranged for the circulation of books. There is no catalog and no circulation equipment.

At present the library operates for the benefit of South Charleston residents, but is reaching only a few children from the grade and junior high schools. Its book stock is very poor (mostly attic clearouts) and it offers no facilities for reference work of any kind.

The present "librarian" is not suited for the position. Her lack of book background and knowledge of technical processes present a serious drawback. She is pleasant and eager to learn, co-operative in every way, but she does not even know how to type, one of the primary processes in library work.

In talking with several South Charleston residents who are now using the Main Library I was told that they would continue to use it, since it is more convenient to visit the Lee Street Library on a regular shopping day than to walk so far to the South Charleston Library.

Since only about 775 persons out of a possible 15,000 are now library users, it would seem that the library is not reaching the people in any adequate fashion. Those South Charleston residents holding bookmobile cards live in the immediate vicinity of the Post Office where the Bookmobile stops.

Suggestions for Wider Library Coverage for South Charleston

The simplest and most immediate solution to the problem is the establishment of a "station" of the Kanawha County Public Library in the present South Charleston Library. A station is a collection of books, available to the public for a given number of hours a week, and administered by a clerical or volunteer worker. A station serves chiefly recreational needs, since the lack of a professional or trained worker would eliminate any reference work or book selection guidance for the readers. At present the Kanawha County Public Library can supply South Charleston with an adequate station's collection of adult books and with supplies, etc., for the maintenance of station service. The South Charleston Recreation Commission supplies the library space and furniture and is responsible for the salary of the "librarian." This, however, should be

considered only a temporary measure. If allowed to continue indefinitely under its present status, it will probably degenerate into another Crescent Branch. For a long-term planning project, I would recommend the establishment of a South Charleston Branch Library, with the following requirements:

1. A central location in the shopping district (around the Mound)
2. Adequate equipment (shelves, catalog, desk, etc.)
3. Adequate book stock with current titles added monthly to a basic collection, both reference and circulating
4. Professional branch librarian

1. Location. A library should be easily accessible to as many users as possible. The location of a branch or main library in the central shopping district makes it accessible to the majority of adult users. The present situation of the South Charleston library is excellent for use by grade, junior high and high school students. However, these children should have libraries available through their schools and should regard the public library as supplementing rather than taking the place of the school libraries.
2. Adequate equipment. This would include shelving, tables and chairs, circulation desk, catalog, book truck, etc.
3. Book collection. The present adult deposit collection now at South Charleston is adequate for present adult demands. The collection includes fairly recent titles of fiction and nonfiction for which there are duplicates in the Main Library. No provision for reference work has been made, since there is no one in charge who is familiar with the use of reference tools. Several periodicals are now being received as gifts of various organizations. If a branch is established, other titles should be added.

The establishment of a permanent branch collection for adults would require a careful study of the needs and tastes of South Charleston readers and of the community interests. A basic branch collection would include both fiction and nonfiction. New books would be added to this collection as they appear and in line with the reading interest of the community. At present, use of existing facilities (due to location and lack of publicity) does not call for as many as 25 new books a month, but perhaps the demand can be created through the supplying of a few new titles each month.

Book selection and ordering for a branch could follow the routine procedure now in practice in ordering books for the Main Library and the Extension Department. Books could also be processed as they are now. Special requests for material could be

made by the branch librarian. In general, the rule now in effect, that a title must be in the Main Library before it can be added to the Deposit Collection or to a Branch, should be followed.

Reference books: A basic collection of reference tools should be established. Questions requiring additional or extensive work could be handled at the Main Library by the Main Library Reference staff or by the Branch Librarian on her trips to the Main Library.

4. Professional Librarian. In the establishment of a branch, there is urgent need for a professional librarian. It is doubtful whether one person could handle the job alone. If a branch is to carry out any of the processes of cataloging, etc., the services of a part time clerical would be needed. With only one professional branch librarian, it would be necessary to rearrange the hours during which the library is open. At present the library is open from 3 - 5, 6 - 9 daily. Since the majority of the users are school children, it has been reported that there is almost no evening use of the library. Under a professional librarian the hours might be arranged thus: Monday, Wednesday and Friday, 10 - 6; Tuesday and Thursday, 2 - 9; Saturday, 10 - 9. Even this would mean a heavy schedule for the professional librarian. Some time should be spent in the Main Library in the selection of books, reference work, etc.

One of the most important tasks of a professional librarian at South Charleston would be the instigation of an active publicity campaign. The Adult Department of the Main Library does not have sufficient time nor staff to carry on such a program. It should include newspaper publicity, both in Charleston and South Charleston papers, talks and book reviews for local clubs and civic organizations, work with schools (visiting, etc.) work with personnel departments of the plants in South Charleston, flyers, posters, etc.

Administrative procedures in Adult Work, if station or branch is established in South Charleston. Borrowers cards issued in South Charleston, on the Bookmobile, or at the Main Library, would be recognized throughout the system.

Registration of borrowers:

1. South Charleston borrower makes out duplicate registration cards
2. Both cards are sent to Main library where they are checked to avoid duplicate registration
3. Card is made out and returned to South Charleston, with one registration card, and numerical card record

4. Duplicate registration card is filed at Main Library

Lost Cards

Applicant applies for duplicate of card at South Charleston. Temporary card may be issued to him there and request for duplicate card is sent to Main Library, where the card is ordered.

Duplicate records of fines, lost and duplicate cards, changes of address, and all other necessary records should be maintained at the Main Library. Circulation records should be kept at the branch and reported weekly by South Charleston to the Main Library. Some procedure for the requesting of books in the Main Library collection and the reserving of books in the Main Library collection would have to be worked out. The present collection of books belonging to South Charleston should be re-weeded and those retained should be cataloged by the Kanawha County Public Library and returned to South Charleston for its use.

Work with South Charleston Library Commission

Except for the three preliminary meetings with the South Charleston Recreation Commission, there has been little co-operative effort on their part toward the establishment of the present station collection. Mr. Arant is taking care of the painting of two small bookcases and Mrs. Allen has paid several visits to the Recreation Center. I feel that this venture, undertaken at the request of the South Charleston Recreation Commission, should be a joint responsibility and that South Charleston should take a more active interest than just the provision of space and of a clerical assistant of their choosing.

Conclusion

There are two great drawbacks in the successful functioning of a South Charleston Branch of the Kanawha County Public Library under its present condition: Books and equipment can be supplied; certain processes such as preliminary cataloging, etc., can be taken care of at the Main Library; but the present clerical assistant and the present location are serious obstacles.

Given a good professional librarian with energy and drive, one who can get out publicity and get people into the library through her abilities, I think that a good branch could be established and maintained;

or

Given a good location somewhere near the Mound, accessible to shoppers and to the plant workers on their lunch hours, I feel that a station could limp along under present assistant.

However, in the requests and statements of the South Charleston group, the greatest need appeared to be for books and reference material for the school children. It would seem that this need

should be met, at least in part, by the school libraries. Since such emphasis was placed on the need for a library for children (the statement being made that adults could and did use the Main Library), and since the present use of the library seems to be entirely by school children, it would appear that the South Charleston school libraries could be improved and administered at less cost and effort than would be required to establish a branch or station. In spite of the above statement, I do feel that there is urgent need for a real branch in South Charleston, and for an extension of the present service to its residents.

- Leonore White

- SUMMARY -

Procedures and Recommendations
in regard to
Establishing limited service to South Charleston

I. Cataloging

- a. The books owned by the South Charleston Library should be turned over without reservation to the Kanawha County Public Library.
- b. The books used in South Charleston now and any others which may be added should be cataloged. Cataloging of the books now in South Charleston will take, in addition to supervisory work of the Catalog Department, about 600 hours of clerical or typing time. Cataloging of books that might be added from time to time will take an estimated 20 hours per month of typing time. The clerical time for this project is not available unless the South Charleston Recreation Commission is willing to assign to it one of their employees who can type. The library worker employed by the South Charleston Library Commission cannot use a typewriter.

II. Routines of Registration and Circulation

These can be carried out by the South Charleston Library employee under the direction of the main library staff. All records, or their duplicates, should be on file in the main library.

III. Additions to the book collection

- a. Additions to the juvenile book collection should be made at the rate of about 25 books per month or their equivalent
- b. Demand for adult books is almost non-existent. It is doubtful if any definite provision of new adult books is necessary

[illegible]

- c. Addition of reference books is not recommended until a professionally trained librarian can be assigned to work in South Charleston.

IV. Miscellaneous

- a. Definite provision should be made for co-operation between the South Charleston Library Commission and the Main Library staff.
- b. Publicity is very necessary, but cannot adequately be taken care of by the main library staff.
- c. The Post Office stop in South Charleston may be eliminated for the Bookmobile. This will leave a scheduled stop at Carbide for the use of readers who will probably not use the South Charleston Library in the Recreation Center.
- d. Since the South Charleston Library is used primarily by young people, there seems to be no reason to have the library open more than three nights a week.

- Isobel Lynch

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
DECEMBER 1, 1944

The regular monthly meeting of the Board of Directors was held on December 1, 1944, at 4:00 p.m. in the Board Room of the Library. The following members were present:

Mr. Ray
Mrs. Clark
Judge Hudson
Judge Ritz
Dr. Cook

The minutes of the meeting held on November 13, 1944 were approved.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of November, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts thereof as she might deem desirable.

The Chairman asked for the report of the Special Committee to investigate and make recommendations concerning the establishment of additional library service in South Charleston. Dr. Cook, Chairman of said Committee, reported that expanded library service would require at least the addition of two members to the library staff, provision of a more suitable location

than now exists, and substantial expenditures for equipment and books. He stated further that such expansion of service in South Charleston would entail expenditures of funds not available to the Board of Directors and would also obligate the Board to provide similar services upon request in other areas of the County. In conclusion, Dr. Cook recommended that library service in South Charleston continue at its present level and that the Chairman of the Board of Directors so advise the members of the South Charleston Library Commission.

After a discussion of Dr. Cook's report, Judge Ritz presented the following resolution for adoption:

RESOLVED, That the Board of Directors of the Kanawha County Public Library accept and place on file in the minutes the report of the Committee to Consider Establishment of Expanded Library Service in South Charleston, and

RESOLVED FURTHER, That said Committee's recommendations be adopted by the Board.

The motion was seconded by Mrs. Clark, and, a vote being taken, was carried unanimously.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 110 and 111) and, on motion duly made and adopted, the bills were approved by the Library Board for transmission to the Board of Education for payment.

The Chairman stated that the resignations of the Book-mobile Driver and of the Page had been submitted, making a total of four vacancies on the library staff to be filled, two of which were professional positions for which no suitable candidates

could be found. The Acting Librarian presented applications for the positions open and recommended that clerical workers be substituted for professional librarians until qualified candidates could be found for the library assistantships.

The resignations of Mr. Allen, the Bookmobile Driver, and Robert Anderson, the Page, were accepted. The following resolutions were duly presented, seconded, and adopted for consideration by the Board of Education:

RESOLVED, That Charles Craigo be employed as Assistant in charge of operating the Bookmobile at a salary of \$125.00 per month, beginning December 4, 1944

RESOLVED, That Robert C. Field be employed as Page, replacing Robert Anderson, at a salary of \$25.00 per month, beginning December 1, 1944

RESOLVED, That Mrs. Geraldine Bond be employed as part-time (16 hours per week) Assistant in the Adult Department at a salary of \$50.00 per month, beginning December 1, 1944

RESOLVED, That Miss Anne Gillikin be employed as a Clerical Assistant in the Adult Department at a salary of \$85.00 per month, beginning December 1, 1944

RESOLVED, That Mrs. Nelda Decker be employed as a Clerical Assistant in the Extension Department at a salary of \$75.00 per month, beginning December 1, 1944

The Chairman called attention to the fact that the low salaries of the professional librarians on the staff were creating a situation whereby it was impossible to locate suitable candidates for vacancies, and that the possibility of keeping present staff members from leaving for better paying positions

elsewhere was becoming increasingly difficult. He stated further that he had sought advice on the possibility of establishing the eligibility of professional staff members for the \$25. bonus allowed to other professional employees of the Board of Education. Mr. Ray presented the following resolution, suggested by Mr. Flinn, for consideration:

WHEREAS, The professional personnel of the Kanawha County Public Library has been admitted to membership in the State Teachers Retirement System, and

WHEREAS, The professional personnel of the Kanawha County Public Library is employed and paid by The Board of Education of the County of Kanawha, and

WHEREAS, The professional qualifications of the professional personnel of the Kanawha County Public Library is equivalent to or in excess of the qualifications of regular public school librarians, and

WHEREAS, Regular public school librarians are receiving the so-called bonus salary

NOW, THEREFORE, BE IT RESOLVED,

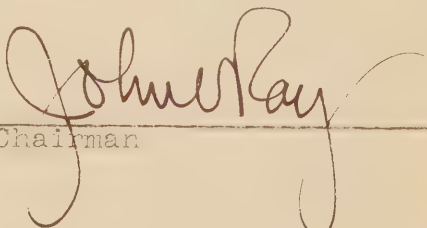
That the Kanawha County Public Library Board request The Board of Education of the County of Kanawha to secure an opinion from the State Attorney General through the offices of the State Superintendent of Free Schools as to whether the professional personnel of the Kanawha County Public Library is or is not entitled to a \$25 bonus granted to teachers by an amendment to Article 9-A, Section 11, Chapter 36 by the 46th Legislature of West Virginia Regular Session 1943.

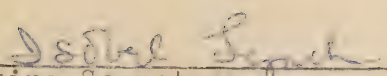
Judge Ritz moved, Dr. Cook seconding, that the foregoing resolution be adopted, and a vote being taken, it was unanimously carried.

The Acting Librarian presented a request from the Four Freedoms Fellowship which asked that the library facilities be used for a series of book reviews open to the public, books to be reviewed and the speakers to be selected by the Fellowship. In the discussion which followed, it was agreed that such use of the Library must be denied since similar previous requests had also been rejected as not being practical from the point of view of available space or in line with the Board's policy of sponsoring only such public programs as are planned under the Board's specific direction. The Acting Librarian was directed to notify the officers of the Four Freedoms Fellowship of this decision.

The Acting Librarian presented a painting which the Allied Artists had submitted, to be hung in the Browsing Room of the Library for an indefinite period. The acceptance of the painting as a loan was referred to Mr. Dayton and Judge Ritz.

There being no further business, the meeting, on motion, adjourned.


Chairman


Acting Secretary

REPORT OF THE COMMITTEE ON LIBRARY SERVICE IN
SOUTH CHARLESTON

TO THE BOARD OF DIRECTORS OF THE LANAWHA COUNTY PUBLIC LIBRARY

In submitting this memorandum the committee does so predicated on the view that it is simply to be regarded as the result of a preliminary investigation of the question and is in no way binding on any group involved. It has to do only with an attempt to evaluate in a fair and impartial manner the various factors involved in the question of the establishment of a branch of the Lanawha County Public Library in the city of South Charleston.

PRESENT SITUATION

It would appear that it is not necessary to go into all the details of what the present situation is or what can be done in any existing field to make any change in the present library service; this has been amply covered in a memorandum prepared by Miss Lynch and other members of the staff. Mimeographed copies were sent to all board members. This is very comprehensive, covering locations, present library facilities, and various statistics bearing on the subject ranging from population down to the ^{at} notion that only 147 books were circulated from the South Charleston Library during a recent month.

THE QUESTION OF AUTHORITY TO ACT

The Public Library is, in this particular county, a part of the general public school system, and as such is subject to

the actual control of the duly elected Board of Education. The library, as such, in turn, is under the general direction of a board or "sub-board," as it were, and this board cannot exceed the obligations placed upon it by the higher authority. It is the duty of the Library Board to administer to the best of its ability the duties imposed upon it, and the authority to establish branches without high authorization is open to serious question. In turn, there is no particular obligation on the Board of Education to establish a public library or to operate one. The present situation is the outgrowth of a rather unusual county situation in the opening days of present school laws.

THE QUESTION OF ESTABLISHMENT AND MAINTENANCE

The establishment of a Branch, no matter how desirable, is subject to many perplexing problems. It will entail addition of at least two members to the existing library staff. Funds for this purpose are not available even if personnel could be secured. A new and more adequate location would be necessary. To this must be added the ever present problem, not alone of establishment, but the continued upkeep which would embrace substantial expenditures for equipment and books. It would be futile to undertake to do a job of this nature and not do it well. And funds are not available for even a small beginning.

The question of co-operation with interested groups of the city government of South Charleston brings up other lines of demarcation. A definite city entity is involved. Certain financial support from that field either cannot or would not be turned into the

financial structure of the Main Library, which would perchance bring up the question of fairness of staff operation at one place or the other.

Then, again, it may be pointed out that the budget for the operational expenditures are predicated upon certain revenues. These in turn are provided by regulation and basic law on periods from June to July, and the amounts for the current fiscal year have already been allocated. It is now and will be in the future impossible for the Library Board to undertake the compliance with any requirements along this line unless given the funds with which to act and the authority to so act. In addition, there must be some evidence that proper work could and would continue in the future.

POLICY AND RECOMMENDATIONS

It appears clear that the facilities of the Main Library, while in need of development, serve at this time the citizens of South Charleston well, as also the rest of Kanawha County. It also appears clear that the same obligation, in so far as our board is concerned, is incumbent to care for the needs of the whole county. To establish one branch, and perhaps be placed in a position of denying the same request from other communities with equal rights, is certain to lead to undesired complications.

It is, therefore, recommended:

1. That this question is very properly one of basic policy and as such should be considered, if agreeable, by the County Board of Education through its accredited officers.

2. That while this board is cognizant of the desires and needs of all our people, the only thing that can be done

at this time is to continue the present library service to South Charleston.

3. That as a board we express our deep interest in the manifestations of interest on the part of the officers of South Charleston and interested civic groups and will continue to co-operate to the best of our ability and authority.

Respectfully submitted,

Harold A. Ritz

Abel A. L. Goldberg

A. F. Hudson

Roy Bird Cook

January 5, 1945

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
JANUARY 5, 1945

The regular monthly meeting of the Board of Directors was held on January 5, 1945 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Mr. Ray
Miss Taylor
Mrs. Rummel
Dr. Cook
Rabbi Goldburg
Judge Hudson
Judge Ritz
Mr. Dickinson

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on December 1, 1944 were approved.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of December, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts thereof as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee (List of Bills Nos. 112 and 113) and, on motion duly made and adopted, the bills were approved

by the Library Board for transmission to the Board of Education for payment.

The Chairman read a letter from Mr. Dayton which presented the recommendations of the committee which had been appointed to consider the acceptance, as a permanent loan, of a painting offered by the Allied Artists. Acceptance of this painting was not recommended. Judge Ritz moved, Mrs. Rummel seconding, that the Board concur in the recommendations made by Mr. Dayton's committee and that the Board do not accept the offer of the Allied Artists. Full discussion followed, and at the conclusion thereof, the motion carried, the vote being 6 in favor of the motion and 1 against the motion; and the Acting Librarian was directed to notify the Allied Artists of the action of the Board.

The Chairman stated that the following staff members had presented resignations or had notified the Acting Librarian of their intention to resign as soon as replacements could be found:

Miss Betty Dodrill, Page
Miss Mildred Mooney, Clerical Assistant in the
Adult Department
Miss Annis Fredrickson, Head of the Catalog Department
Mr. Charles F. Craigo, Bookmobile Driver

In the discussion that followed it was brought out that all of the foregoing personnel, with the exception of Miss Mooney, who wished to resign for reasons of health, resigned primarily because their salaries in this Library were not sufficient. Judge Ritz moved that the resignations be accepted. The motion was duly seconded and, a vote being taken, was carried.

The Chairman presented the application of Miss Ann Kessler for the position of page to replace Miss Dodrill. Rabbi Goldberg moved the adoption of the following resolution:

RESOLVED, That Miss Ann Kessler be employed as a page at a salary of \$25.00 per month, beginning December 28, 1944.

The motion was seconded by Judge Hudson, and, a vote being taken, was carried.

The Chairman stated that Mrs. Geraldine Bond, who, since her resignation from full-time work effective December 1, 1944, had been working part-time, might be willing to return to full-time work, spending such time as was not already assigned to Adult Department work in the Catalog Department where she was qualified to perform some of the tasks formerly taken care of by Miss Adelaide Collins. The Chairman further stated that the application of Mrs. Betty Kearse Bobbitt for clerical work had been received. It was noted that Mrs. Bobbitt named a sum of \$100.00 per month as the minimum salary she would be willing to accept if employed. A discussion followed in which it was agreed that a salary of \$100.00 per month was reasonable for clerical work, but that if one clerical assistant on the staff were paid \$100.00 per month, the salaries of the other five clericals should be raised accordingly.

Rabbi Goldberg presented the following resolutions for adoption:

RESOLVED, That the Acting Librarian be authorized to re-employ Mrs. Geraldine Bond for

full-time work at a salary of \$125.00 per month, effective at such time as arrangements may be made.

RESOLVED, That the Acting Librarian be authorized to offer the position of clerical assistant to Mrs. Betty Kearse Bobbitt at a salary of \$85.00 per month, effective at such time as arrangements be made.

The motion was seconded by Judge Hudson, and, a vote being taken, was carried.

Rabbi Goldberg suggested further that the problem of inadequate salaries of all the non-professional members of the staff be studied with a view of bringing said salaries into line with salaries expended for similar work elsewhere.

The Chairman announced the death of Miss Adelaide Collins of the Catalog Department on January 3, 1945 as a result of pneumonia. Mr. Dickinson, in behalf of the Board of Directors and the Library Staff presented the following resolution for consideration and it was unanimously adopted:

With profound sorrow, the Members of the Board of Directors of the Kanawha County Public Library record the death of one of the members of the library Staff, Adelaide Cameron Collins. Miss Collins joined the Staff of the Library in 1924, and up until the time of her last illness, she served the readers of the Library with unflagging interest and enthusiasm. Always quick to realize the opportunities and obligations of her profession, Miss Collins read widely and from time to time took additional courses in librarianship so that her work would be, if possible, of greater value. Her genuine love of literature and her superior knowledge of books were a source of inspiration to all who worked with her.

By her death the Library loses a well loved member and an unselfish and faithful worker.

BE IT, THEREFORE, RESOLVED,

That this expression of appreciation be sent to the family of Miss Collins, and also that it be spread upon the minutes of this meeting.

Dr. Cook moved that the following resolution be adopted:

WHEREAS, The Members of the Board of Directors of the Kanawha County Public Library wish to acknowledge the lasting contribution made to the Library by Adelaide Cameron Collins in her twenty years of service, and

WHEREAS, Miss Collins' great personal interest and enjoyment lay in the field of literature,

NOW, THEREFORE, BE IT RESOLVED,

That the Board of Directors expend from the funds available to the Finance Committee a sum not to exceed \$1,000.00, to be used at the discretion of the Librarian to purchase works of high literary merit in memory of Miss Collins, and

BE IT FURTHER RESOLVED,

That said books be appropriately marked with a book-plate noting this memorial.

The motion was duly seconded and, a vote being taken, was unanimously adopted. Judge Ritz suggested that copies of the foregoing resolutions be sent to the newspapers.

The Chairman stated that, due to Miss Collins' death, the position of treasurer for the Finance Committee of the Board of Directors was vacant. On motion, duly made, seconded, and carried, Isobel Lynch was appointed Treasurer of the Finance Committee.

There being no further business, the meeting, on motion adjourned.

Isobel Lynch
Treasurer

John Ray
Chairman

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
FEBRUARY 2, 1945

The regular monthly meeting of the Board of Directors was held on February 2, 1945 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Mr. Ray
Miss Taylor
Dr. Cook
Mr. Flinn
Dr. Hoffman
Rabbi Goldburg
Mr. Dickinson
Judge Ritz

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on January 5, 1945 were approved.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of January, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts thereof as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee (List of Bills Nos. 114

and 115) and, on motion made by Dr. Cook, duly seconded and adopted, the bills were approved by the Library Board for transmission to the Board of Education for payment.

The Chairman read a letter received from the Misses Collins acknowledging the Board's resolutions adopted in appreciation of the work of the late Adelaide Collins and a letter signed by Miss Agnes Huston, Chairman of the West Virginia Allied Artists Association, in reference to the Board's rejection of the loan of a painting.

The Chairman presented the resignation of Mr. Robert Simmons, a general assistant on the staff. On motion made by Mr. Flinn, duly seconded and carried, the resignation was accepted with regret and the Acting Librarian was directed to write a letter to Mr. Simmons expressing appreciation for his years of service on the Library Staff.

The Chairman presented the application of John W. Toney for the position of Bookmobile driver to replace Mr. Craig whose resignation had previously been accepted. Judge Ritz presented the following resolution for adoption:

RESOLVED, That John W. Toney be employed as Bookmobile driver effective January 12, 1945, with the understanding that the appointment is dependent upon satisfactory performance.

The motion was seconded and, a vote being taken, was carried.

The Chairman presented the application of Miss Ruby Hazel Fisher for the position of temporary full-time assistant

in the Adult Department. The Acting Librarian reported that Miss Fisher had applied for a teaching position under the Kanawha County Board of Education, that Miss Fisher's qualifications were not sufficient to make her eligible for permanent employment on the Library staff, and it was, therefore, understood that Miss Fisher's employment was effective only until such time as a fully qualified librarian could be found or a teaching position was available for Miss Fisher. Judge Ritz presented the following resolution for adoption:

RESOLVED, That Miss Ruby Hazel Fisher be appointed temporary full-time assistant in the Adult Department, effective January 25, 1945.

The motion was seconded by Mr. Flinn and, a vote being taken was carried.

At the request of the Chairman, the Acting Librarian read a report of the salaries paid to full-time staff members, a copy of which is attached to the minutes. The report pointed out the effects of low salaries and recommended that the Board of Education schedule of payments to other employees be followed for the Library Staff. A thorough discussion of the problem followed and at the conclusion thereof Judge Ritz presented the following motion for consideration and adoption:

RESOLVED, That the Board of Directors transfer sufficient funds from the book budget of the current fiscal year (July 1, 1944 - June 30, 1945) to implement the following salary schedule for the period, January 1, 1945 - June 30, 1945:

PROFESSIONAL STAFF

	<u>Monthly Pay</u>
Acting Librarian	\$ ~~290.00~~ 275.00
Assistant Librarian	225.00
*Head of the Catalog Dept.	190.00
Head of the Extension Dept.	195.00
Head of the Boys' & Girls' Dept.	190.00
Chief of Reference Division	175.00
Chief of Circulation Division	175.00
Assistant - Adult Dept.	165.00
*Assistant - Adult Dept.	155.00
*Assistant - Adult Dept.	155.00
Assistant - Catalog Dept.	165.00
*Assistant - Catalog Dept.	155.00
*Assistant - Extension Dept.	155.00

NON-PROFESSIONAL STAFF

	<u>Monthly Pay</u>
Secretary	125.00
Clerical Assistant - order work	95.00
Clerical Assistant Catalog Dept.	105.00
Clerical Assistant Boys' & Girls' Dept.	105.00
Clerical Assistant Adult Dept.	105.00
*Janitor	135.00
*Driver	135.00

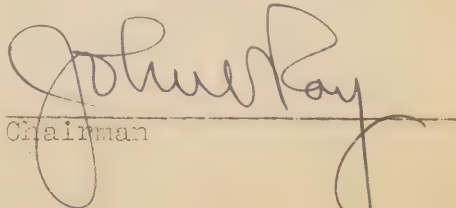
*Basic salary , and

RESOLVED, FURTHER, That the salary schedule adopted January 7, 1944 be revised in accordance with Board of Education payments to other employees and that these revisions be incorporated, if possible, in future salary budget requests, and

RESOLVED, FURTHER, That a copy of the above schedule be transmitted to the Board of Education with the request that it be approved.

The motion was seconded by Mr. Flinn, and, after a discussion thereof, a vote being taken, was carried unanimously.

There being no further business, the meeting, on motion adjourned.


Chairman


Acting Secretary

REPORT ON SALARY SCHEDULE
KANAWHA COUNTY PUBLIC LIBRARY

In the past two years the work of the Library has increased appreciably. As an indication of development the following table shows as well as statistics can show, the progress made in a two-year period:

	<u>1942</u>	<u>1944</u>	<u>Increase</u>	<u>per cent Increase</u>
Books Circulated	166,343	241,333	74,990	44%
Books Cataloged	4,023	10,029	6,006	149%
New Borrowers	4,349	5,736	1,387	32%
Reference Questions	2,137	14,554	12,417	581%

In the same period the size of the staff and amount allotted for salaries, as well as the total budget have been increased as the following table indicates:

	<u>1942/43</u>	<u>1944/45</u>	<u>Increase</u>	<u>per cent Increase</u>
Number on staff	17	22	5	29%
Salary Budget	25,238.00	32,028.00	6,790.00	27%
Total Budget	51,070.00	67,242.00	16,172.00	31%

These tables show that a definite lag exists between increased service and increased resources. This is a normal situation to a certain extent, but it is not normal when the difference between increase of service and increase of resources is as great as it is for the Kanawha County Public Library.

The second table shows in addition that salary expenditure per employee per month decreased from \$123.71 in 1942 to

\$121.29 in 1944. The increased cost of living and the disproportionately increased work load of the library staff has resulted in a situation whereby immediate relief is imperative.

Inadequate salaries are responsible for the continuance of vacancies on the staff; low salaries have made the likelihood of retaining personnel now employed extremely dubious. An inevitable laxity in staff alertness or discipline, a dangerously low morale, and an uneven and inefficient operation of the Library are apparent as a result of poor salaries.

It is evident that economy of expenditure for employees, if it has not already begun to be so, will be false economy and can easily in a short time break down good Library service that has been established only through years of hard work.

The following statements contain specific conclusions in regard to the Library's salary scale and recommendations for adjustments, and estimates of costs for the balance of the current fiscal year and for the fiscal year 1945-46:

1. Compulsory deductions from each month's salary check reduce a beginning salary of \$125.00 to \$104.00. This amount is scarcely a living wage and is not in any way equitable compensation for employees who are required to meet high standards of educational accomplishment and proficiency in professional work.
2. Kanawha County Public Library salaries are below those of teachers and other personnel with similar qualifications employed by the Board of Education. Library basic salaries run \$35 to \$55 less than basic - plus - bonus salaries paid to teachers.
3. In all likelihood a permanent raise of \$30 will be added to the teacher's basic salary by State legislation.
4. No increases over basic salaries have been granted for the Library staff. With the exception of two staff members who

have been on the Library staff since before 1939, the average tenure of the professional staff member has been 2 years.

RECOMMENDATIONS

1. That basic salaries be increased \$30 per month, effective January 1, 1945.
2. That in addition, staff members who have not resigned receive an additional \$10 per month on the basis of prior service and to acknowledge their greater value to the Library in comparison with new employees.

NON-PROFESSIONAL SALARIES

1. Non-professional salaries for full-time employees include wages paid to five clerical workers and two mechanical workers. The salaries are sufficiently below prevailing wages elsewhere in Charleston to preclude the possibility of employing any but unsatisfactory personnel.
2. Compulsory deductions from each month's salary check reduces the beginning salary for a clerical assistant to \$69.00 and for the Bookmobile driver and Janitor to \$117.00.
3. In comparison with salaries paid by the Board of Education to non-professional employees in the school system, the Library's clerical workers are receiving \$20.00 per month less and the mechanical workers \$10.00 per month less than Board of Education employees.

RECOMMENDATIONS

1. That salaries of the clerical employees be increased \$20.00 per month and of the mechanical employees \$10.00 per month, effective January 1, 1945.

COSTS OF RECOMMENDED SALARY INCREASES

January - June 1945

Increases for professional employees who have not resigned (3)	\$1,920.00
Increases for professional employees appointed to fill vacancies (5)	900.00*
Increases for clerical employees (5)	600.00
Increases for mechanical employees (2)	180.00
Total	\$3,600.00

*This amount will be less because vacancies cannot be filled immediately.

July 1945 - June 1946

(Based on the assumption that there will be no changes in personnel.)

Full year of increases as noted above for half of 1944-45	\$7,200.00
Increments due professional personnel according to salary schedule adopted in 1944	660.00
Total	\$7,860.00
Salary budget needed for 1945/46	\$39,888.00
Possible state aid if librarians employed by Boards of Education receive increases granted teachers	\$ 4,680.00

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
MARCH 2, 1945

The regular monthly meeting of the Board of Directors was held on March 2, 1945 at 4:00 p.m. in the Board Room of the Library. The following members were present.

Mr. Ray
Mrs. Rummel
Dr. Cook
Mr. Dickinson
Judge Hudson
Judge Ritz

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on February 2, 1945 were approved.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of February, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such part thereof as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 116 and 117) and on motion made by Mr. Dickinson,

duly seconded and adopted, the bills were approved by the Library Board for transmission to the Board of Education for payment.

The Chairman reported that a bill to amend the statutes of West Virginia relating to Education so that the definition of teacher would include public librarians employed by Boards of Education, would not be reported out by the legislative committee to which it had been referred.

Upon recommendation of the Acting Librarian, formal action was taken to terminate the employment of John W. Toney, Bookmobile driver, as of March 1, 1945.

The Chairman stated that two temporary non-professional assistants had been found who could perform certain clerical duties and thus provide some relief while a personnel shortage exists. After a brief discussion Mrs. Rummel presented the following resolutions, which were duly seconded and adopted:

RESOLVED, That Mrs. Mabel Kent be employed as a temporary clerical assistant in the Extension Department at a salary of \$95.00 per month, beginning February 13, 1945.

RESOLVED, That Frances Houston be employed as a part-time page, 13 hours per week, at a salary of \$15.60 per month, beginning March 1, 1945.

The Acting Librarian presented applications and records for Miss Edna Erickson, Miss Jane McDaniel, and Miss Betty Lee Daniel, candidates for the position of Head of the Catalog

Department, and for Miss Angela Chase and Miss Stella Derksen, candidates for the positions of general assistant in the Adult and Extension Departments. The applications and records were examined and discussed and it was decided to postpone appointment of general assistants until more applicants could be found. With reference to the employment of a Head of the Catalog Department, Judge Hudson presented the following resolution for adoption:

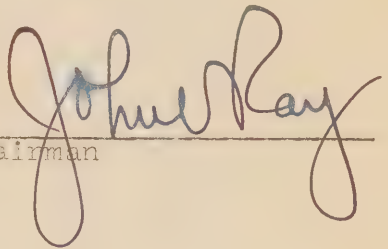
RESOLVED, That one of three candidates, Miss Erickson, Miss McDaniel, Miss Daniel, be employed as Head of the Catalog Department at a salary of \$2280.00 annually, the selection of one candidate to be made by the Acting Librarian after further investigation of each applicant's qualifications.

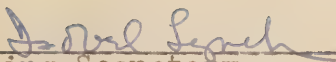
The motion was seconded by Mrs. Rummel, and, a vote being taken, was adopted.

The Acting Librarian stated that a microfilm reading machine not at present in use might be given to the Library by Carbide and Carbon Chemicals Corporation if the Board of Directors expressed an interest in receiving and using such a machine. The Acting Librarian further recommended the purchase of the New York Times newspaper on microfilm if a reading machine could be made available for the use of the Library Staff or qualified research workers using the Library's resources. In the discussion that followed the Acting Librarian was directed to notify Carbide officials of the Board of Directors' interest in accepting either as a gift or as an indefinite loan the microfilm

reading machine. The question of purchasing microfilm material was postponed until the availability of a reading machine was more certain.

There being no further business, the meeting, on motion adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
APRIL 6, 1945

The regular monthly meeting of the Board of Directors was held on April 6, 1945 at 4:00 p.m. in the Board Room of the Library. The following members were present.

Mr. Ray
Mrs. Clark
Judge Ritz
Dr. Cook
Judge Hudson
Miss Taylor
Dr. Hoffman
Mr. Dayton

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on March 2, 1945 were approved.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of March, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts thereof as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 118 and 119) and on motion made by Judge Ritz,

seconded by Mr. Dayton, and duly adopted, the bills were approved by the Library Board and directed to be transmitted to the the Board of Education for payment.

The Chairman stated that, in accordance with expression of interest shown by the members of the Board at the March meeting, Carbide and Carbon Chemicals Corporation had presented the Library with a microfilm reading machine. On motion made by Mr. Dayton, duly seconded and carried, the Acting Librarian was directed to write to the officials of Carbide and Carbon Chemicals Corporation, and, in behalf of the Board, advise them of the appreciation with which the microfilm reading machine is accepted for the Library.

The Chairman called for a discussion on the advisability of acquiring microfilm, specifically a six-year file of the "New York Times" which could be obtained for a sum of \$1,650.00. Since there was some question as to the practicality of microphotographic materials, the decision to purchase microfilm was postponed until the May meeting.

The Chairman presented the resignation of Miss Margaret Copenhaver, which resignation was duly accepted.

The application of Mr. Howard W. Tyler, Jr. for the position of Bookmobile driver was presented and after consideration by the members thereof, Mr. Dayton presented the following resolution for consideration:

RESOLVED, That Mr. Howard W. Tyler, Jr. be employed as Bookmobile driver at a salary of \$135.00 per month, beginning April 4, 1945.

The motion was seconded by Dr. Cook, and, a vote being taken, was carried.

The Chairman stated that of the three candidates for the position of Head of the Catalog Department whom the Acting Librarian was authorized to employ, only one, Miss Jane McDaniel, was available. Mr. Dayton moved, Dr. Cook seconding, that the following resolution be adopted:

RESOLVED, That Miss Jane McDaniel be employed as Head of the Catalog Department at a salary of \$190.00 per month, effective as soon as she may be released from her present position.

A vote being taken, the motion was carried unanimously.

The Chairman presented the applications of Miss Angela Chase and Miss Stella Derksen, candidates for the position of assistant in the Adult Department and assistant in the Extension Department respectively. After consideration and discussion of these applications by the members of the Board Judge Ritz moved the adoption of the following resolution:

RESOLVED, That Miss Angela Chase be employed as assistant in the Adult Department at a salary of \$155.00 per month, effective as soon as she may be released from her present position and report for work, and

RESOLVED FURTHER, That Miss Stella Derksen be employed as assistant in the Extension Department at a salary of \$155.00 per month effective as soon as she may be able to report for work.

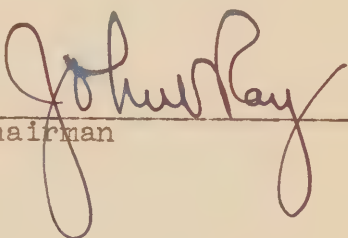
The motion was duly seconded, and, a vote being taken, was carried.

The Chairman stated that the Acting Librarian requested authorization to employ two extra clerical workers for the months of June, July and August. These clerical assistants would be assigned to special book ordering work, cataloging routines, and certain other mechanical operations which would release the professional staff for other duties.

The following resolution, presented by Judge Ritz, seconded by Miss Taylor, was duly adopted:

RESOLVED, That the Acting Librarian be authorized to employ two temporary clerical assistants at a salary of \$85.00 per month each for the months of June, July and August 1945.

There being no further business, the meeting, on motion, adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

May 4, 1945

The annual meeting of the Board of Directors was held on May 4, 1945 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Rummel
Miss Taylor
Dr. Cook
Judge Ritz
Judge Hudson
Mrs. Clark
Rabbi Goldberg
Mr. Dickinson
Mr. Hoffman
Mr. Flinn

In the absence of Mr. Ray, the President, Dr. Cook was chosen to act as chairman by unanimous consent.

Minutes of the meeting held on April 6, 1945 were approved.

The Chairman called for the Acting Librarian's report. The Acting Librarian presented her report covering the month of April, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Chairman called for the Annual Report of the Acting Librarian, and the Acting Librarian presented the

report for the period May 1, 1944 to April 30, 1945, and read excerpts from it. It was moved by Mr. Dickinson, and duly seconded, that the Annual Report be accepted and filed as a part of the Minutes of the Annual Meeting and a copy thereof be transmitted to the Board of Education and to each member of the Board individually, and to each member of the Library Board, and that the Acting Librarian submit such portions thereof as she deems advisable to the newspapers for publication. The motion was carried.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 120 and 121) and Mrs. Rummel moved that the bills be approved by the Library Board and transmitted to the Board of Education for payment. The motion was seconded by Judge Ritz and carried.

The Chairman presented the resignations of Mrs. Thressa Mathes, secretary, Mrs. Mabel Kent, clerical assistant in the Extension Department, and Mr. Howard Tyler, Bookmobile Driver. On motion duly made and seconded the resignations were accepted.

The Chairman announced that in accordance with the provisions of the recently re-enacted State Teacher Retirement Law, all professional librarians employed by

the Library are required to retire upon reaching the age of sixty-five years. The Chairman further stated that Mrs. von Schlechtendal was the only library employee whose retirement would be compulsory this year. After discussion thereof Mr. Dickinson moved that Mrs. von Schlechtendal's retirement be effective June 30, 1945, and that Mrs. Rummel be named Chairman of a committee to draw up a suitable resolution in recognition of Mrs. von Schlechtendal's long service. The motion was seconded by Mr. Flinn and carried.

The Acting Librarian submitted the applications of Miss Lorena Ammar, Mrs. Alfreda Buckley, and Mr. Charles House for the positions of secretary, clerical assistant, and Bookmobile driver respectively. After discussion of the qualifications of the candidates by the members of the Board, Mrs. Clark presented the following resolutions for consideration.

RESOLVED, That Miss Lorena Ammar be employed as Secretary, replacing Mrs. Thressa Mathes, at a salary of \$125.00 per month, beginning April 16, 1945.

RESOLVED, That Mr. Charles House be employed as Bookmobile Driver, replacing Mr. Howard Tyler, at a salary of \$135.00 per month, beginning April 23, 1945.

RESOLVED, That Mrs. Alfreda Buckley be employed as a temporary clerical worker in the Extension Department, replacing Mrs. Mabel Kent, at a salary of \$100.00 per month, beginning April 23, 1945 and concluding May 14, 1945.

The resolutions were seconded by Mr. Flinn, and, a vote being taken, were carried.

The application of Miss Alice Wilson for the position of professional assistant in the Adult Department was presented for consideration. After examination of the candidate's records, by the members of the Board, Mrs. Clark presented the following resolution:

RESOLVED, That Miss Alice Marie Wilson be employed as a professional assistant at a salary of \$1860.00 per year, beginning August 1, 1945.

Mr. Flinn seconded the motion, and, a vote being taken, it was carried.

The Acting Librarian stated that since a shortage of librarians existed, a reorganization of the remaining personnel seemed advisable. She, therefore, recommended that Miss Helen Bartlett be appointed Head of the Adult Department, thereby combining her former position of Chief of the Reference Division with the position of Chief of the Circulation Division left open by Miss Copenhaver's resignation. After discussion of the suggested change, Judge Ritz moved that the following resolution be adopted:

RESOLVED, That Miss Helen Bartlett, Chief of the Reference Division in the Adult Department, be advanced to the position of Head of the Adult Department at a salary of \$200.00 per month, beginning May 1, 1945.

The motion was seconded by Mrs. Rummel, and, a vote being taken was unanimously carried.

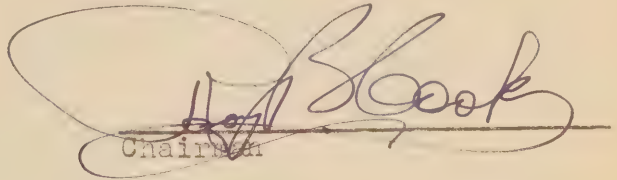
The Chairman announced that a letter had been received from Miss Agnes Huston, President of the West Virginia Allied Artists, advising of the intention of the Allied Artists to remove two pictures hanging in the Browsing Room which had been placed there as a loan. The Chairman stated further that the Allied Artists had offered to hang in the place of the two pictures to be removed any one of four paintings which the Allied Artists submitted to the Library Board for selection. Rabbi Goldberg moved that the painting entitled "Studio Window," by Grace Martin Frame be accepted as a loan to be placed in the Browsing Room and that the Allied Artists be advised of the Board's gratitude in receiving the painting. The motion was duly seconded and carried.

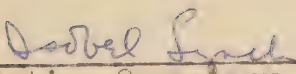
The Chairman stated that nominations were in order for the offices of President, Vice-President, and Secretary of the Board for the next fiscal year. The election was held in accordance with the by-laws and Mr. Ray was elected President, Mrs. Clark Vice-President, and Miss Lynch Acting Secretary for the ensuing year.

On motion made by Mr. Dickinson and seconded by Rabbi Goldberg, the following resolution was unanimously adopted:

RESOLVED, That Judge Hudson, Mr. Dayton, and Mrs. Clark be nominated to serve as Members of the Library Board for terms of six years, beginning July 1, 1945, and that the said nominations be transmitted to the Board of Education with the request that those nominated be duly elected for said term.

There being no further business, the meeting on motion was adjourned.


Chairman


Acting Secretary

The Kanawha County Public Library

Annual Report

1944-1945

Charleston, West Virginia

KANAWHA COUNTY BOARD OF
EDUCATION

R. A. Robertson, President

H. R. Klostermeyer
Charles P. McCabe

Dr. L. S. McDaniel
N. N. Snyder

KANAWHA COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS

John V. Ray, President
Mrs. W. E. Clark, Vice President

Dr. Roy Bird Cook
Arthur S. Dayton
C. C. Dickinson, Sr.
Virgil L. Flinn
Rabbi A. L. Goldburg
Rev. Joseph C. Hoffman

Judge A. P. Hudson
Judge H. A. Ritz
S. H. Robertson
Miss Sue Staunton
Miss Anna Taylor
Mrs. H. D. Rummel

LIBRARY STAFF

Charles E. Butler, Librarian and Secretary of the Board
(On leave of absence in the U.S. Army)

Isobel Phelps Lynch, Acting Librarian and Acting Secretary
Miss E. Leonore White, Assistant Librarian & Head of Adult Dept.
Miss Lucille Moore, Head of the Extension Department
Miss Wilma Brown, Head of the Boys' and Girls' Department

Adult Department

Mrs. E. von Schlechtendal
Miss Helen Bartlett
Mrs. Geraldine Bond
Miss Margaret Copenhaver
Mrs. Hazel Fisher
Miss Anne Gillikin
Miss Anne Kessler

Boys' and Girls' Dept.
Mrs. Virginia W. Wills

Cataloging Department
Miss Elizabeth Quarrier
Miss Reva Haynes
Miss Ellagene Maynard

Extension Department

Mrs. Alfreda Buckley
Mr. Charles House, Driver

Garnet Branch

Mrs. Emma Hanler,
Librarian
Mrs. Laverta Spurlock

Miss Lorena Ammar, Secretary
Robert Field, Page
Miss Frances Houston, Page
Mr. R. R. Boblitzell, Custodian

REPORT OF THE KANAWHA COUNTY
PUBLIC LIBRARY
1944-1945

In the year just past, the Kanawha County Public Library has received more financial support than in any other year. Its total expenditures for library service amounted to approximately thirty-five cents per capita. This thirty-five cents bought for each resident of the County about 12 cents worth of books, and 18 cents worth of personal service, and 5 cents worth of miscellaneous library equipment, repairs, and utilities.

Small as these amounts may seem compared with expenditures of other public libraries, thirty-five cents per capita in Kanawha County has decidedly enriched the community's library resources and has enabled more people to use the Library than ever before. Thirty-five cents per capita has made it possible for the Kanawha County Public Library to work toward two immediate goals: first, to add substantially to the book collection and, secondly, to maintain as good library service as possible under wartime conditions.

The statistical records appended to this report indicate the development and emphasis of the Library's work for the past year. But since statistics alone do not necessarily indicate quality of service or kinds of book acquisition, some consideration should be given to the non-mathematical factors of library work in Kanawha County.

BOOK ACQUISITION

There are many things needed to make the Kanawha County Public Library a more useful institution. But the need of greatest importance today is Books. The Library should have 300,000 volumes. On April 30, 1944, 52,000 volumes were available for users of the Library.

To acquire books, therefore, has been a focal point in the work of the past year. A survey of the book collection revealed that acquisitions were needed in the fields of current science and applied science, standard fiction (the works of well-known novelists such as Scott, Dickens, Twain, Galsworthy, Walpole, etc.), and in the large field of reference materials generally found in public libraries serving a population 200,000.

Current technical material proved to be available and, from a professional point of view, fairly simple to select since there are many guides to the evaluation of scientific works.

The publication or reprinting of standard novels has been affected by paper shortage. The effect of the war made it necessary to obtain desired titles, after careful bibliographical

search, through second-hand book dealers or publishers who occasionally reprinted small editions of well-known works.

In the field of reference materials to be acquired for the Library, it was found that selection must be limited in order to avoid expenditures beyond budget allowances. The chief research acquisitions were largely additions to the existing collection of works relating to the history of the United States. This choice of material was made because many outstanding acquisitions already in the Library were valuable for the student of American history. Another reason for emphasizing history in book purchases was that history, local or national, is the field for which a greater number of readers will use reference materials. The type of reference material obtained was also governed by the Library's earlier policy. Most of the works added to the Library's reference collection have been primary, rather than secondary, sources for scholarly research. Examples of purchases of this type are a seven year file of "The New York Times" and the completion, with the exception of a ten-year gap, of the original documents of the Congressional proceedings from 1789 to date.

The numerical result of book buying policies and activities in the year 1944-45 was the addition of 8,975 volumes as compared with 6,304 added in 1943-44.

Unfortunately the transaction of purchasing a book does not put the book bought ready for use on the library shelves. The intricate process of cataloging and classifying applied to all volumes acquired by the Library in the past year was delayed by personnel shortages. Only 7,629 volumes were prepared for the shelves last year as compared with 9,065 cataloged in 1943-44. For one-third of the year, the Catalog Department lacked two of the three professional catalogers normally assigned to its staff.

To take care of the Books acquired in 1944-45 additional book shelves or stacks were installed in both the reference and circulating book divisions of the Adult Department. Sections of card catalogs were also added to existing catalogs as the records of books grow with the book collection.

LIBRARY SERVICE IN WARTIME

In common with public libraries throughout the country, the Kanawha County Public Library experienced a heavy turn-over in staff and a serious lack of personnel in the year 1944-45. Personnel shortages existed in every department of the Library with the exception of the Boys' and Girls' Department which had the unusual advantage of having the same staff for the entire year. Typical of the uncertainties in employment was the Extension's Department's experience of trying to maintain normal service in spite of having six different drivers operating the Bookmobile in the course of a six month period.

Although changes in staff are too numerous to list a few should be noted. The Library suffered a severe loss in the death of Miss Adelaide Collins in January. Miss Collins, through her long association with the Library, had made so great a contribution to the development of library service in Charleston, that her untimely death was felt far beyond the walls of the Library.

Robert Simmons, another assistant, who had been a member of the staff for a number of years resigned in February to accept a position with a local industry.

Miss Annis Fredrickson, Head of the Catalog Department since February 1943, resigned for work in another library in February 1945.

Increases in salaries approved by the Board of Directors in February 1945 have strengthened the morale of remaining staff members and have also made it possible to obtain replacements for most of the existing vacancies.

Although personnel shortages were the most conspicuous of the wartime conditions affecting the Kanawha County Public Library in 1944-1945, other difficulties such as lack of equipment and delays in obtaining supplies challenged the resourcefulness of the staff.

That this challenge was well met is evidenced by the substantial increases in use of library services. Circulation of books increased from 215,556 in 1943-1944 to 244,852 in 1944-1945. In the same period reference service increased from 10,397 questions handled by library assistants in 1943-1944 to 15,321 in 1944-1945. Issuance of borrowers cards to readers in 1944-1945 as compared with the preceding year decreased slightly; this decrease occurred only in the Extension Department and may be accounted for by inadequate Bookmobile services during the winter months.

The praiseworthy fact that the Library as a whole was more effective in 1944-45 than in any previous year, and that this effectiveness was developed in spite of obstacles that would normally delay if not impede library progress may be attributed a number of conditions. More books were accessible. In addition to the books belonging to the Library, 109 volumes were made available to readers through inter-library loans from the Library of Congress and other large libraries. Reference service was facilitated not only by the increase in books, but also by the growing collection of pamphlets, maps, pictures, and magazines preserved in the Library. The Library regularly receives 244 periodicals and 10 newspapers. Of the magazines received, 65 are gift subscriptions.

Publicity about library books and library service developed in the past year was undoubtedly another contributing factor in the increase of circulation and reference work. In addition to

preparing the usual newspaper notices, the library has sponsored a four week series of radio programs, book festivals for children's books, lectures reviewing adult books, and exhibits. Staff members have been generous in giving their own time for speaking at meetings outside of the Library.

Individual library assistants whose excellent work exceeded normal requirements, are largely responsible for the quality and quantity of library service in 1944-1945. Although all members of the staff are to be praised for accomplishments under difficult conditions, further recognition should be made of those who willingly accepted extra duties when circumstances required it. Miss Elizabeth Quarrier, for example, has, in so far as it is possible, done the work of three catalogers since January 1945. Miss Helen Bartlett of the Adult Department, has efficiently developed reference service and at the same time has proved capable of assuming more responsibilities than should be assigned to one person. Miss Leonore White, whose manifold duties as Assistant Librarian and Head of the Adult Department were exceptionally demanding consistently placed pride in the Library's service before personal convenience. Unanticipated difficulties in book ordering and unforeseen staff deficiencies presented problems which Miss White resolved only by unstinting application to almost overwhelming responsibility.

Perhaps the most important cause of last year's success in library work has been the interest of readers. The Kanawha County **Public Library renders good service because the people who use it expect a high standard of performance.** Such expectation naturally develops an alert response.

In addition to demonstrating by use their belief in the Library's value, the people of Kanawha County have shown an interest through generous gifts of books. The donors to the Library book collection are too numerous for listing. Among those who have made valuable contributions, however, are the Kanawha Valley Chapter of the Daughters of the American Revolution, Mr. Isaac Oosterbloom, Mrs. Howard Cammack, Mrs. J. R. Thomas, Mrs. Helen Rohrig, Mr. J.W. Loop, Mr. L. V. Jordan, Dr. Roy Bird Cook, Mr. D. E. Dick, Mr. Edward C. Tabler, Carbide and Carbon Chemicals Corporation, and Mrs. Ben A. Caruthers.

The William A. Bradford, Jr. Memorial Fund established in 1942, again in the past year, made possible purchase of books dealing with the history of West Virginia. Titles added to the Bradford collection in 1944-1945 include Howe's "Historical Collector of Virginia," "History and Present State of Virginia," by Beverly, "History of Virginia," by Howison and Swem's "Virginia Historical Index."

In February 1945, the Board of Directors established a fund for the purchase of books of high literary merit in memory of Miss Adelaide Collins. The fund set aside by the Board of Directors has

been increased by donations of individuals who wished to give books in memory of Miss Collins. Books from this fund have not been purchased since a suitable book-plate has not yet been selected.

CONCLUSION

An attempt has been made to show how the Kanawha County Public Library in the past year appreciably increased its book collection and successfully maintained standards of service under war conditions. Although the accomplishments of the year are significant, it is obvious that even greater advances in librarianship could have been made if the staff had remained stable and of the size around which the year's work was planned.

The Board of Directors of the Kanawha County Public Library and, in turn, the members of the Board of Education have shown a reassuring understanding of and sympathy with the Library staff in the unusual administrative problems that have beset the year. Their guidance and encouragement have been indispensable and deeply appreciated.

Respectfully submitted,

Isobel P. Lynch

Isobel P. Lynch
Acting Librarian

May . 1945

TOTAL EXPENDITURES

May 1, 1944 - April 30, 1945

	<u>1944-45</u>	<u>1943-44</u>
Books	\$ 19,341.49	\$ 13,475.98
Binding	2,701.19	1,673.27
Periodicals	1,354.37	1,137.42
Postage, etc.	299.94	138.02
Supplies, etc.	3,277.99	4,079.22
Salaries	32,049.04	27,843.08
Utilities (estimated)	3,775.00	3,775.00
Insurance (estimated)	<u>750.00</u>	<u>650.00</u>
Total	\$63,549.02	\$52,771.99

Note: These figures are given only to indicate the relative proportion of funds used for books, salaries, etc. All financial records for the Library are kept and audited by the County Board of Education operating on a fiscal year of July 1 through June 30. There is, therefore, a difference between Board of Education records and Library records.

SUMMARY OF
EXPENDITURES FOR BOOKS, ETC.
May 1, 1944 - April 30, 1945

1944-45

1943-44

ADULT DEPARTMENT

Books

	<u>Volumes</u>	<u>Costs</u>	<u>Volumes</u>	<u>Costs</u>
Non-fiction	4,578	\$13,525.17	2,519	\$7,013.77
Fiction	1,684	2,608.52	1,318	2,130.37
Totals	6,262	16,133.69	3,837	9,144.14
<u>Binding</u>	1,785	2,369.22	1,168	1,393.78
<u>Periodicals</u>		1,354.37		1,137.42
Total Adult Department		19,857.28		11,675.34

BOYS' & GIRLS' DEPARTMENT

<u>Books</u>	1,713	\$ 2,216.46	2,467	\$4,331.84
<u>Binding</u>	345	331.97	306	279.49
Total Boys' & Girls' Dept.		2,548.43		4,611.33

SUMMARY

Books	8,975	18,350.15	6,304	13,475.98
Binding	1,785	2,369.22	1,474	1,673.27
Periodicals		1,354.37		1,137.42
Postage, etc.		178.85		138.02
Totals		\$ 22,252.59		\$ 16,424.69

BOOK STOCK

Showing Number of Volumes Accessioned,
Cataloged, Withdrawn and Added
May 1, 1944, - April 30, 1945

<u>Accessions</u>	7,576	
<u>Additions</u>		
Purchases	7,320	
Gifts	309	
Total new titles added		7,629
<u>Withdrawals</u>		
Discards	1,291	
Lost and paid	76	
Lost - not paid	193	
Total withdrawn		1,560
<u>Catalog cards added</u>		29,139
<u>Volumes recataloged</u>		1,280
<u>Total volumes cataloged</u>		8,947
Net gain for the year		6,069

Book Stock

	No. of Vols. <u>Apr. 30 '44</u>	Additions <u>44-45</u>	Withdrawals <u>44-45</u>	Net Gain <u>44-45</u>	No. Vols <u>Apr. 30 '45</u>
Adult Circ.	29,794	4,164	509	3,655	33,449
Adult YA	632	293	28	265	897
Adult Ref.	10,943	1,071	204	867	11,810
Boys & Girls	<u>11,333 (Est)</u>	<u>2,101</u>	<u>819</u>	<u>1,282</u>	<u>12,615</u>
Totals	52,702	7,629	1,560	6,069	58,771

BOOK STOCK - ADULT DEPARTMENT

Adult Circulating Books

Class	No. of Vols. Apr. 30, '44	With- drawals	Additions	No. of Vols. Apr. 30, '45
General Works	332	0	37	419
Philosophy	864	1	56	919
Religion	1,340	43	126	1,423
Sociology	2,949	72	316	3,193
Philology	333	3	19	349
Science	366	56	150	1,060
Applied Science	3,338	91	435	2,732
Fine Arts	1,930	21	477	2,586
Literature	3,314	27	312	3,599
History)		(14	(325	
Travel)	4,370	48 (19	602 (84	5,434
Biography)		(15	(193	
Fiction	<u>10,448</u>	<u>157</u>	<u>1,634</u>	<u>11,225</u>
Totals	29,794	509	4,164	33,449

Young Adult Books

Class	No. of Vols. Apr. 30, '44	With- drawals	Additions	No. of Vols. Apr. 30, '45
General Works	7			7
Philosophy	11	1	3	13
Religion	2		2	4
Sociology	55	1	26	80
Philology	1			1
Science	25		6	29
Applied Science	50		40	90
Fine Arts	52		51	103
Literature	43		17	60
History)		(1	(21	
Travel)	131	2 (	85 (15	214
Biography)		(11	(49	
Fiction	<u>257</u>	<u>24</u>	<u>63</u>	<u>296</u>
Totals	632	28	293	897

BOOK STOCK - ADULT DEPARTMENT

Adult Reference

Class	No. of Vols. Apr. 30 '44	Withdrawals	Additions	No. of Vols. Apr. 30, '45
General Works	3,903	45	447	4,305
Philosophy	29	1		28
Religion	356	5	14	365
Sociology	1,312	40	217	1,489
Philology	156	8	20	168
Science	348	6	12	354
Applied Science	798	21	76	853
Fine Arts	448	14	24	458
Literature	1,192	11	12	1,193
History)		(38	(64	
Travel)	1,779	(6	(12	1,818
Biography)		(3	(10	
Fiction	15			15
Foreign	33	6	38	65
W. Va. Collection	<u>574</u>	<u>—</u>	<u>125</u>	<u>699</u>
Totals	10,943	204	1,071	11,810

	1945	1944	Net Gain
Adult circulating books	33,449	29,794	3,655
Young adult books	897	632	265
Reference books	<u>11,810</u>	<u>10,943</u>	<u>867</u>
Totals	46,156	41,369	4,787

CIRCULATION - YEAR 1944-1945

1944-1945

1943-1944

MAIN LIBRARY

Adult Dept.			
Non-fiction	<u>31,435</u>	<u>29,151</u>	
Fiction	<u>48,463</u>	<u>45,130</u>	
Total			<u>74,281</u>
YA Collection			
Non-fiction	<u>2,805</u>	<u>2,541</u>	
Fiction	<u>3,906</u>	<u>2,673</u>	
Total			<u>5,214</u>
Total Adult Dept.		<u>86,609</u>	<u>79,495</u>

B & G DEPT.

Non-fiction	<u>8,349</u>	<u>8,540</u>	
Fiction	<u>40,804</u>	<u>34,837</u>	
Total			<u>43,377</u>
Teacher's Collection			
Non-fiction	<u>710</u>	<u>1,232</u>	
Fiction	<u>16,062</u>	<u>10,539</u>	
Total			<u>11,771</u>
Total B & G Dept.		<u>65,925</u>	<u>55,148</u>

TOTAL FOR MAIN LIBRARY

152,534 134,643

EXTENSION DEPT.

Bookmobile

Adult Books			
Non-fiction	<u>5,730</u>	<u>6,213</u>	
Fiction	<u>22,320</u>	<u>22,357</u>	
Total			<u>28,570</u>
Juvenile Books			
Non-fiction	<u>7,090</u>	<u>5,744</u>	
Fiction	<u>29,500</u>	<u>20,597</u>	
Total			<u>26,341</u>
Teachers Coll. Adult			
Non-fiction	<u>175</u>	<u>1,764</u>	
Fiction	<u>212</u>	<u>427</u>	
Total			<u>2,191</u>
Juvenile			
Non-fiction	<u>769</u>	<u>1,259</u>	
Fiction	<u>6,350</u>	<u>7,380</u>	
Total			<u>8,639</u>

Total Teachers Collection

7,506
72,116

10,820
65,741

TOTAL FOR EXTENSION DEPT.

Page 3

Circulation - Year 1944-1945

1945

1944

DEPOSIT COLLECTIONS

Adult Dept.
Non-fiction
Fiction
Total

40
277

317

Juvenile Dept.
Non-fiction
Fiction
Total

37
241

278

Total for Deposit Collections 595

GARNET BRANCH

Adult Dept.
Non-fiction
Fiction
Total

5,607
6,074

11,681

5,481
4,683

10,164

Juvenile Dept.
Non-fiction
Fiction
Total

4,383
6,513

7,896

3,247
1,761

5,008

Total for Garnet Branch 19,577

15,172

GRAND TOTAL ALL DEPARTMENTS

244,852

215,556

SUMMARY

Adult
Non-fiction
Fiction
Total

45,792
81,252

127,044

45,150
75,270

120,420

Juvenile
Non-fiction
Fiction
Total

21,338
96,470

117,808

20,022
75,114

95,136

GRAND TOTAL

244,852

215,556

REGISTRATION - Year 1944-1945

MAIN LIBRARY	<u>1945</u>		<u>1944</u>		
Adult Dept.					
New borrowers	<u>2,438</u>		<u>2,306</u>		
Transients	<u>26</u>			<u>823</u>	<u>3</u>
Re-registered		<u>1,079</u>			<u>2,129</u>
Total			<u>3,543</u>		
B & G Dept.					
New borrowers	<u>939</u>		<u>1,009</u>		
Re-registered		<u>87</u>		<u>96</u>	
Total			<u>1,026</u>		<u>1,105</u>
EXTENSION DEPT.					
Bookmobile					
New borrowers	<u>1,512</u>		<u>2,103</u>		
Re-registered		<u>112</u>		<u>73</u>	
Total			<u>1,624</u>		<u>2,176</u>
GARNET BRANCH					
New borrowers	<u>215</u>		<u>169</u>		
Re-registered		<u>25</u>		<u>56</u>	
Total			<u>240</u>		<u>225</u>
GRAND TOTAL					
NEW BORROWERS	<u>5,130</u>		<u>5,567</u>		
RE-REGISTERED		<u>1,303</u>		<u>1,052</u>	
TOTAL			<u>6,433</u>		<u>6,635</u>

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

June 8, 1945

The regular monthly meeting of the Board of Directors was held on June 8, 1945 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Cook
Miss Taylor
Mrs. Clark
Mr. Dickinson
Mr. Flinn
Judge Hudson
Judge Ritz
Mrs. Rummel

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on May 4, 1945 were approved.

The Chairman asked for the Acting Librarian's report. The Acting Librarian read her report covering the month of May, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts thereof as she might deem desirable.

The Chairman called for committee reports.

Mrs. Rummel, Chairman of a special committee appointed to frame a resolution of appreciation upon the retirement of Mrs. von Schlechtendal, read the following resolution and moved that it be adopted:

In her thirty-sixth year of faithful service in the Kanawha County Public Library, Mrs. Elizabeth Quarles von Schlechtendal has retired from active duty carrying with her the affectionate good will of her associates.

Mrs. von Schlechtendal began her library work as an assistant to the Librarian, Miss Mabel Delle Jones, when the Charleston Public Library was founded in 1909. From 1913 until 1939, Mrs. von Schlechtendal served diligently as Librarian. In 1939 when the Kanawha County Public Library was reorganized she continued to give the Library, as a member of the Adult Department Staff, the benefit of her experience.

In the long course of her activity in behalf of the Kanawha County Public Library, Mrs. von Schlechtendal, won for herself and for the Library the esteem and respect of many readers. Characteristic of her spirit and loyalty she has given uninterrupted attention to the daily demands of her profession throughout her long association with the Library.

BE IT, THEREFORE, RESOLVED,

That this record be spread upon the minutes, and that the Board of Directors of the Kanawha County Public Library thereby records its appreciation of the service rendered by Mrs. von Schlechtendal, and its hope that she may enjoy a well deserved leisure.

Judge Ritz seconded Mrs. Rummel's motion, and, a vote being taken, it was unanimously adopted. The Acting Librarian was instructed to send a copy of the foregoing resolution to Mrs. von Schlechtendal and to the newspapers.

Mr. Dickinson, Chairman of the Budget Committee, stated that a meeting of the Budget Committee had been held to consider the proposed budget for 1945-1946. Mr. Dickinson stated further that the Committee wished to spend more time in examination of certain proposed increases of the budget recommended by the Acting Librarian and, therefore, the Budget Committee requested that presentation of its recommendations be postponed until the July meeting of the Board. There being no objection, the Budget Committee's request was granted.

The Acting Librarian submitted the bills which had been approved of the Book Committee and the Finance Committee (List of Bills No. 122 and 123) and it was moved by Mr. Flinn, Mrs. Clark seconding, that the bills be approved by the Library Board and transmitted to the Board of Education (List No. 123) and to the Finance Committee (List No. 122) for payment. The motion was carried.

The Chairman stated that Mr. Charles House, Bookmobile driver had found it necessary to move to Baltimore, and, therefore, had submitted his resignation. On motion duly made, seconded, and adopted, Mr. House's resignation was accepted.

The Chairman announced that candidates had been found for several heretofore unfilled positions on the Library staff. After discussion of the qualifications of each applicant, resolutions recommending appointment of new staff members were presented as follows:

Mr. Flinn moved the adoption of the following resolution:

RESOLVED, That Miss Jean Boyles be employed as a temporary clerical assistant at a salary of \$85.00 per month, beginning June 4, 1945 and concluding August 31, 1945.

The motion was seconded by Mrs. Clark, and, a vote being taken was carried.

Mr. Flinn moved the adoption of the following resolution:

RESOLVED, That Miss Anne Kessler be employed as a temporary clerical assistant at a salary of \$85.00 per month, beginning June 1, 1945 and concluding August 31, 1945.

The motion was seconded by Miss Taylor, and, a vote being taken, was carried.

Judge Ritz moved the adoption of the following resolution:

RESOLVED, That Miss Frances Houston be employed as a page at a salary of \$25.00 per month beginning June 1, 1945.

The motion was seconded by Miss Taylor, and, a vote being taken, was carried.

Judge Hudson moved the adoption of the following resolution:

RESOLVED, That Miss Mildred Reeves be employed as a clerical assistant in the Adult Department at a salary of \$95.00 per month, beginning July 1, 1945.

The motion was seconded by Mrs. Clark, and, a vote being taken, was carried.

Judge Ritz moved the adoption of the following resolution:

RESOLVED, That Mr. Presley McKisic be employed as Bookmobile driver at a salary of \$135.00 per month, beginning May 31, 1945.

The motion was seconded by Dr. Cook, and, a vote being taken, was carried.

Judge Hudson moved the adoption of the following resolution:

Handwritten signature or mark.

RESOLVED, That Miss Martha Elizabeth Wright be employed as professional assistant in the Adult Department at a salary of \$155.00 per month, beginning September 1, 1945.

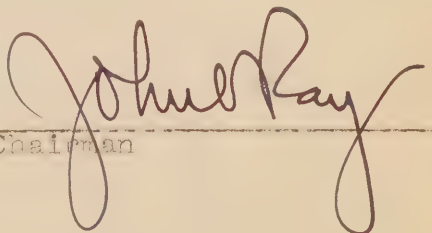
The motion was seconded by Judge Ritz, and, a vote being taken, was carried.

The Chairman stated that the Library was given, from time to time, collections of books and other materials, and that since the value and physical condition of the books donated ^{were} ~~was~~ sometimes questionable, some policy in regard to gifts should be adopted by the Board. Discussion of the question followed, and as the conclusion thereof, Judge Hudson presented the following resolution for adoption:

RESOLVED, That in the matter of gifts of books and other materials, it shall be the policy of the Library to accept all such material without any conditions or obligations attached thereto, and with the understanding that such material shall be cataloged or filed at the discretion of the Librarian, and be disposed of as the Library may see fit.

The motion was seconded by Dr. Cook, and, a vote being taken, was carried.

There being no further business, the meeting on motion was adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON

June 26, 1945

A special meeting of the Board of Directors was held on June 26, 1945 at 12:00 noon in the Board Room of the Library. The following members were present:

Mr. Ray
Miss Taylor
Judge Ritz
Judge Hudson
Dr. Cook
Mr. Dayton
Rabbi Goldberg
Mr. Flinn

Mr. Ray, the Chairman, presided.

The Chairman stated that the meeting had been called to give consideration to the proposed budget for 1945-1946 and asked for the report of the Budget Committee. The minutes of a meeting of the Budget Committee held on June 22, 1945, at which a budget of \$84,459.00 had been recommended were read.

On motion made by Judge Ritz, seconded by Mr. Flinn and duly carried, the following resolution was adopted:

RESOLVED, That the proposed 1945-1946 budget of \$84,459.00 be approved as submitted by the Budget Committee and that it be transmitted to the Board of Education with the request that the Board of Education approve the increases if such are in line with the general policy of the Board.

In accordance with a recommendation of the Budget Committee, Judge Ritz presented the following resolution for consideration:

RESOLVED, That a special committee of three members be designated to formulate a salary schedule for professional employees of the Library, and

RESOLVED FURTHER,
That Mr. Flinn be named Chairman, the other members being appointed by the Chairman.

The motion was seconded by Mr. Dayton, and, a vote being taken, was carried.

The Chairman stated that since very little business was to come before the Board at its next regular monthly meeting, the July meeting would not be held if routine business could be taken care of. Pursuant to this suggestion, Mr. Flinn moved, Dr. Cook seconding, that the June bills, pending approval by the Book Committee and the Finance Committee (List of Bills Nos. 124 and 125) be approved by the Library Board and transmitted to the Board of Education (List No. 125) and to the Finance Committee (List No. 124) for payment. The motion was carried.

The Acting Librarian stated that Mr. Presley McKisic, Bookmobile Driver, had accepted employment in a shipyard, and, therefore had submitted his resignation. Mr. McKisic's resignation was accepted. The Acting Librarian also reported that Miss Mildred Reeves, who had been appointed to a clerical position beginning July 1, 1945, had withdrawn her application.

To fill the vacancies created by Mr. McKisic's resignation and Miss Reeves's withdrawal, Judge Ritz presented the following resolution:

RESOLVED, That Mr. Grover C. Phillips be appointed as Bookmobile Driver at a salary of \$135.00 per month, beginning June 25, 1945.

RESOLVED, That Miss Betty Ann Dawson be appointed as clerical assistant at a salary of \$95.00 per month beginning July 1, 1945.

The motions were seconded by Mr. Flinn, and, a vote being taken, were adopted.

Mr. Dayton, in noting that the meeting was the last one which Rabbi Goldberg could attend, presented the following resolution:

WHEREAS, in the departure of Rabbi Ariel L. Goldberg from Charleston to Richmond, the Board of Directors of the Kanawha County Public Library will lose a fellow Board member who has been a faithful and cooperative worker in the cause of better community library service; therefore, be it

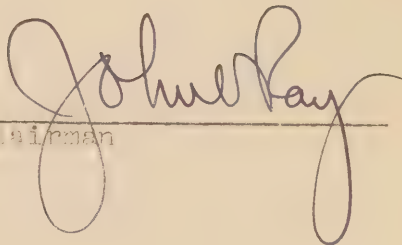
RESOLVED, That the Board of Directors hereby records its deep appreciation of Rabbi Goldberg's contribution of time and thought to the Library and its sense of great loss in his resignation, and be it further

RESOLVED, That this resolution be spread upon the minutes of the Board, and that a copy be sent to Rabbi Goldberg.

The motion was seconded by Judge Ritz, and, a vote being taken, was carried.

There was some discussion of vacancies on the Board of Directors, but no action was taken.

There being no further business, the meeting on motion
was adjourned.


Chairman


Acting Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget

1945-1946

Salaries	\$43,556.00	
Books and supplies	23,500.00	
Printing	225.00	
Utilities	4,000.00	
Miscellaneous:		
Capital outlay (shelving)	3,000.00	
New lighting fixtures	770.00	
Other miscellaneous	500.00	
Insurance	750.00	
Building Maintenance	1,000.00	
Garnet Branch	7,158.00	
Total		\$84,459.00

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
AUGUST 3, 1945

The regular monthly meeting of the Board of Directors was held on August 3, 1945, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Miss Taylor
Mr. Dickinson
Mr. Flinn
Judge Ritz

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on June 26, 1945, were approved.

The Chairman asked for the Acting Librarian's report. In the absence of the Acting Librarian, due to illness, the Assistant Librarian read the report covering the months of June and July, and, after a discussion thereof, the report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Assistant Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 124, 125, 126 and 127) and Judge Ritz moved that the bills be approved by the Library Board and transmitted to the Board of Education (List Nos. 125 and 127) and to the Finance Committee (List Nos. 124 and 126) for payment. The motion was duly seconded and carried.

The Chairman reported that Mr. Grover Phillips, Bookmobile driver, had submitted his resignation, effective as soon as a successor could be found. On motion duly made, seconded and adopted, Mr. Phillips' resignation was accepted. The Chairman also reported the resignations of Miss Anne Gillikin, clerical assistant in the Adult Department, effective July 7, 1945, due to ill health; Miss Reva Urdine Haynes, clerical assistant in the Catalog Department, effective July 11, 1945, due to ill health; and Miss Frances Houston, page, effective July 31, 1945. On motions duly made, seconded and adopted, these resignations were accepted.

The Chairman then submitted the following names for consideration for appointment to the Library staff: Mr. Charles House, former Bookmobile driver, who has returned to Charleston after an absence, to succeed Mr. Phillips; Miss Kathleen Sprouse to succeed Miss Gillikin; Miss Nora Mae Slaughter to succeed Miss Haynes; Miss Aileen Keith Webb as clerical assistant as provided in the 1945-46 budget; Mrs. Agnes Miller McNeely as clerical assistant as provided in the 1945-46 budget. After some discussion of the applicants' qualifications, the following resolutions were submitted by Mrs. Rummel:

RESOLVED, That Mr. Charles House be appointed as Bookmobile driver to succeed Mr. Phillips at a salary of \$135.00 per month, beginning August 6, 1945.

RESOLVED, That Miss Kathleen Sprouse be appointed as clerical assistant to succeed Miss Gillikin, at a salary of \$95.00 per month, beginning July 9, 1945.

RESOLVED, That Miss Nora Mae Slaughter be employed as clerical assistant to succeed Miss Haynes at a salary of \$95.00 per month, beginning July 9, 1945.

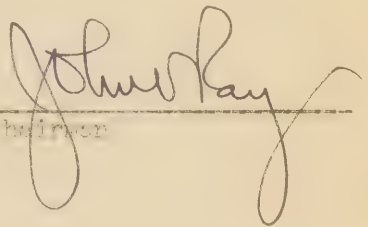
RESOLVED, That Miss Aileen Keith Webb be employed as clerical assistant at a salary of \$95.00 per month, as provided in the 1945-46 budget, beginning July 9, 1945.

RESOLVED, That Mrs. Agnes Miller McNeely be appointed as clerical assistant at a salary of \$95.00 per month, as provided in the 1945-46 budget, beginning July 5, 1945.

RESOLVED, That the Acting Librarian be authorized to employ a page at \$25.00 per month to replace Miss Houston.

The resolutions were seconded by Mr. Flinn, and, a vote being taken, were adopted.

There being no further business, the meeting on motion was adjourned.


Chairman

E. Leona White
Acting Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
SEPTEMBER 14, 1945

The regular monthly meeting of the Board of Directors was held on September 14, 1945, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Cook
Judge Ritz
Mr. Flinn
Mr. Dickinson

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on August 3, 1945, were approved.

The Chairman called for the Acting Librarian's report. The Acting Librarian presented her report covering the month of August, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 128 and 129) and after discussion of the book expenditures, Judge Ritz moved, Dr. Cook seconding, that the bills be approved by the Library Board and that they be transmitted to the Board of Education for payment. The motion was carried.

The Chairman reported that Miss Ruby Hazel Fisher and Mrs. Agnes McElroy, assistants in the Adult Department, had resigned. On motion



made by Mr. Dickinson, duly seconded and adopted, the resignations were accepted.

The Chairman presented the application of Miss Dorothy Ann Twohig for the position of clerical assistant in the Adult Department. After a discussion of the applicant's qualifications, Judge Ritz presented the following resolution for consideration.

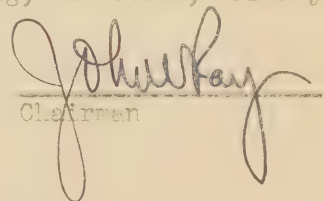
RESOLVED, That Miss Dorothy Ann Twohig be employed as a clerical assistant in the Adult Department at a salary of \$95.00 per month beginning September 8, 1945.

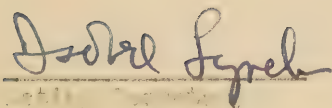
The motion was seconded by Mr. Flinn, and, a vote being taken, was carried.

The Acting Librarian reported that the inventory of books and book circulation records showed that valuable library books were being stolen, lost in circulation, and mutilated. Discussion of the problem revealed that the present system of book circulation probably does not provide adequate records of books borrowed and books returned from either the reader's or the library's point of view.

The Acting Librarian outlined the American Library Association's campaign for subscriptions to "The Library Development Fund," a fund for the purpose of establishing a centralized national program of public relations for public libraries in the United States. Since the question involved only individual contributions, there was no action to be taken by the Library Board as a whole.

There being no further business, the meeting, on motion, was adjourned.


Chairman


Acting Librarian

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
October 5, 1945

The regular monthly meeting of the Board of Directors was held on October 5, 1945, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Robertson
Judge Ritz
Judge Hudson
Mrs. Clark
Dr. Hoffman
Dr. Cook

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on September 14, 1945 were approved.

The Chairman called for the Acting Librarian's report. The Acting Librarian presented her report covering the month of September, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 130 and 131). Judge Ritz moved, Dr. Cook seconding, that the bills be approved by the Library Board and that they be transmitted to the Board of Education for payment. The motion was carried.

The Acting Librarian reported that Miss Grace E. Maynard, a clerical assistant in the Catalog Department, had undergone an appendectomy and

would therefore be absent from work for approximately a month or six weeks. The application of Miss Eloise V. Tolley for work in Miss Maynard's absence was presented and after discussion thereof Mr. Robertson offered the following resolution for consideration.

RESOLVED, That Miss Eloise V. Tolley be employed temporarily as a clerical assistant in the Catalog Department at a salary rate of \$95.00 per month during the absence of Grace E. Maynard and beginning October 1, 1945.

The Chairman reported that certain papers in connection with the final settlement of the William A. Bradford Estate, of which 20% goes to the "Bradford Fund" for the use and benefit of the Library, had been presented for execution on behalf of the Library; that of the money remaining in the hands of the administrator the share of the Library amounted to \$2500.00; and that Bradford B. Laidley, as Substitute Testamentary Trustee, was claiming a commission in the amount of \$450.00.

The Chairman inquired what position the Board would take with respect to the claim of Bradford B. Laidley for commissions for his services as Substitute Testamentary Trustee, the amount claimed being five per cent of the amount heretofore paid unto the "Bradford Fund".

After a discussion of the terms of the will, the proceedings for the adjustment of the share of the Library, and the actual services performed by Bradford B. Laidley, as Substitute Testamentary Trustee, the members of the Board came to the conclusion that the sum of \$450.00 should not be deducted from the money to which the "Bradford Fund" was entitled and paid over to Bradford B. Laidley as Commissions for his services.

Thereupon, Judge Ritz moved that the following resolution be adopted:

RESOLVED, That the Chairman of this Board, on behalf of the Library, oppose the payment of a commission of \$450.00 to Bradford

B. Laidley for services as Substitute Testamentary Trustee, and that the Chairman be authorized to take such steps as he may deem necessary to prevent the payment of said sum; and,

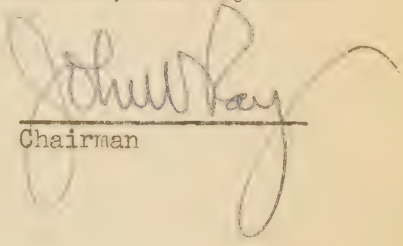
RESOLVED FURTHER,

That the Chairman, on behalf of the Library, is authorized to adjust the said claim of Bradford B. Laidley for commission as Substitute Testamentary Trustee on such basis as the Chairman may deem for the best interests of the "Bradford Fund".

The motion was seconded by A. P. Hudson, and a vote being taken, it was unanimously carried.

Miss Leonore White, Assistant Librarian, was called to appear before the Board and present a report of the University of Chicago Graduate Library School Institute on Personnel Administration in Libraries. Miss White read her report and after discussion thereof the report was accepted, and Miss White was directed to prepare copies for distribution among all the members of the Board.

There being no further business, the meeting, on motion, was adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

November 2, 1945

The regular monthly meeting of the Board of Directors was held on November 2, 1945, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Robertson
Dr. Cook
Judge Hudson
Miss Taylor
Dr. Hoffman

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on October 5, 1945 were approved.

The Chairman called for the Acting Librarian's report. The Acting Librarian presented her report covering the month of October, and after discussion thereof, the report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 132 and 133). Judge Hudson moved, Dr. Cook seconding, that the bills be approved by the Library Board and that they be transmitted to the Board of Education for payment. The motion was carried.

The Acting Librarian stated that Miss White's Report on the Chicago Institute on Personnel Administration in Libraries had been studied and discussed by members of the Library Staff. The members of the staff, it was reported, felt that many desirable personnel procedures could be undertaken only after a classification plan had been adopted. The staff members also

expressed the opinion that the following personnel practices would be valuable from an employee's point of view:

1. All new employees should begin at basic salary regardless of previous experience.
2. All new employees should be employed on probation for as much as three months, and, the probationary period should allow either the employee or employer to terminate employment without embarrassment at the end of the period.
3. An employment contract should be entered into by employee and employer at the conclusion of a satisfactory probationary period.
4. Some method, such as attendance at Board Meetings, whereby members of the staff may have an opportunity to meet Members of the Board, interpret their work as librarians and express opinion on specific phases of library service, is desirable.

After a discussion of the personnel procedures reported on by the Acting Librarian, the Acting Librarian was directed to send each Board Member the staff recommendations so that formal action could be taken by the Board.

The Acting Librarian reported that Mrs. Virginia Wills had resigned from her position as clerical assistant in the Boys' and Girls' Department because of ill health and that Miss Kathleen Sprouse had resigned from her position as clerical assistant in book order work because her family was moving away from Charleston. The resignations were duly accepted.

The Acting Librarian presented the applications of Miss Nancy Harrington and Mrs. Carolyn Davis Benedict for the positions made vacant by the resignations of Mrs. Wills and Miss Sprouse, and the application of Miss Lillian Thompson for the position of page. After a discussion of the applicants, Dr. Hoffman presented the following resolutions for adoption:

RESOLVED, That Miss Nancy May Harrington be employed as clerical assistant in the Boys' and Girls' Department replacing Mrs. Virginia Wills at a salary of \$95.00 per month beginning November 6, 1945.

RESOLVED, That Mrs. Carolyn Benedict be appointed as clerical assistnat for book ordering replacing Miss Kathleen Sprouse at a salary of \$95.00 per month beginning October 24, 1945.

RESOLVED, That Miss Lillian Thompson be appointed as page at a salary of \$25.00 per month beginning October 12, 1945.

The motion was seconded by Mr. Robertson, and, a vote being taken, was carried.

The Acting Librarian reported on proposed plans for celebration of Book Week in the Boys' and Girls' Department and on the schedule of speakers for Friday afternoon Book Talks in the Browsing Room for each month during the winter season.

The Chairman stated that Mr. Harrison B. Smith had tentatively offered the Library a large collection of books to be placed in the Library with the provision that Mr. Smith might withdraw any of the books at a later date should he wish to do so. After a discussion of the proposal it was agreed that the Chairman should talk to Mr. Smith and ascertain whether the gift might be made without obligation imposed upon the Library.

The Chairman stated that the Acting Librarian had secured two estimates for window cleaning service in the Library. In view of the fact that the Library janitorial service was probably too much for one man, there was no objection to a ranging for window cleaning service.

The Adelaide Collins Memorial Collection Bookplate and a bookplate for books given to the Library which had recently been printed were presented. Miss Taylor was asked to prepare a resolution expressing the Board's approval.

The Chairman stated that there was nothing definite to report on the question of payment to be deducted from the Bradford Fund for the services

of Bradford B. Laidley as Substitute Testamentary Trustee.

There being no further business, the meeting, on motion, was adjourned.


Chairman


Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

Held on

December 14, 1945

The regular monthly meeting of the Board of Directors was held on December 14, 1945, at 4 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Miss Taylor
Judge Ritz
Judge Hudson
Mr. Flinn
Mr. Robertson
Dr. Cook
Dr. Hoffman

Miss Lynch, the Acting Librarian, and Miss White, the Assistant Librarian, were in attendance.

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on November 2, 1945 were approved.

The Chairman called for the Acting Librarian's report. The Acting Librarian presented her report covering the month of November, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts thereof as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 134 and 135). Mr. Robertson moved, Dr. Cook seconding, that the bills be approved by the Library Board and that they be transmitted to the Board of Education for payment. The motion was carried.

The Chairman stated that Mr. Charles E. Butler, absent on leave with the Army since August 29, 1942, had resumed his duties as Head Librarian, and called on Mr. Flinn to welcome Mr. Butler on behalf of the Board. Mr. Flinn

expressed the Board's pleasure at the Librarian's safe return, and spoke briefly of some of the problems which confronted the Library in the interim, of the noteworthy progress achieved by the Library in many respects, and of plans for future development.

The Chairman stated that Miss Lynch, Acting Librarian, and Miss White, Assistant Librarian, had presented their resignations, and Dr. Cook moved, Judge Ritz seconding, that the resignations be accepted effective February 15, 1946. The motion was carried, whereupon Dr. Cook read the following resolution and moved that it be adopted:

WHEREAS, This Board is today accepting the resignation of Miss Isobel Lynch, which it does with the utmost reluctance and

WHEREAS, Miss Lynch by loyalty and devotion to duty and by personal interest has filled the position of Acting Librarian with high credit under the trying conditions imposed by the war and

WHEREAS, The Kanawha County Library has under the direction of Miss Lynch shown continual and substantial growth, therefore be it

RESOLVED, That this Board extend to Miss Lynch a vote of thanks for her unusual fine services and that with this goes both the individual and collective good wishes of the Board for her continued success in whatever field of service she elects, and be it further,

RESOLVED, That a copy of these resolutions be spread upon the minutes of this body and that a copy of same be given Miss Lynch.

Judge Ritz seconded the motion, and, a vote being taken, it was unanimously adopted.

Dr. Cook then presented the following resolution and moved that it be adopted:

WHEREAS, Miss Leonore White has tendered her resignation as Assistant Librarian which this Board accepts with regret, be it

RESOLVED, That this Board here record its deep appreciation for the splendid services which Miss White has given during the trying years just passed, and express the hope that her future work may continue in the field in which she has displayed unusual talent, and be it further,

RESOLVED, That this resolution be made a part of the minutes of this body and that a copy of same be given to Miss White.

Judge Ritz seconded the motion, and, a vote being taken, it was unanimously adopted.

The Librarian presented the applications of Mrs. Doris June Boggess for the position of clerical assistant in the Catalog Department and of Miss Patricia McDonie for page work, and after discussion thereof Dr. Cook moved that the following resolutions be adopted:

RESOLVED, That Mrs. Doris June Boggess be employed as clerical assistant in the Catalog Department at a salary of \$95.00 per month beginning November 3, 1945.

RESOLVED, That Miss Patricia McDonie be employed as page at a salary of \$25.00 per month beginning November 16, 1945.

The resolutions being seconded, a vote was taken and they were declared adopted.

The Librarian reported the resignations of Mrs. Helen Miller, Head, Adult Department, effective December 31, 1945, Miss Nora Slaughter, clerical assistant, Catalog Department, effective November 3, 1945, Mrs. Doris June Boggess, clerical assistant, Catalog Department, effective December 2, 1945; and Bobby Field, Page, effective November 8, 1945. On motions duly made, seconded and adopted, these resignations were accepted.

Judge Ritz moved that the Secretary be appointed treasurer of the Finance Committee, in accordance with Article III, Section 2, of the By-Laws. The motion was seconded by Miss Taylor, and, a vote being taken, the motion was declared adopted.

The Chairman reported that Bradford B. Laidley was unwilling to waive the claim for a fee for his services as Substitute Testamentary Trustee of the William A. Bradford, Jr., Estate, and requested the Secretary to read certain

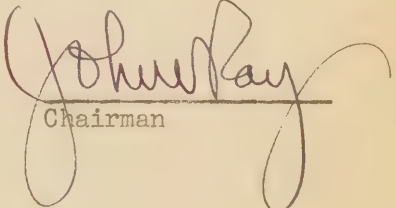
correspondence on the matter. Letters dated October 11, 1945, from the Chairman to Mr. Leo Loeb; November 13, 1945, from Mr. Laidley to the Chairman; and November 24, 1945, from the Chairman to Mr. Laidley were read to the Board. After discussion, it was agreed that a decision on the part of the Directors as to future action be taken at the next meeting, because of the absence of Mr. Dayton who, at the suggestion of the Chairman, has discussed the matter with Mr. Leo Loeb.

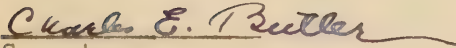
The Librarian reported that in the past it has been customary to close the Library at 1:00 p.m. on December 24th, and suggested that in view of the fact that this year December 24th falls on Monday it might be advisable for the Library to be closed the entire day. Judge Ritz moved the adoption of the following resolution:

RESOLVED, That the Library be closed all day Monday, December 24.

The motion was seconded, and, a vote being taken, was duly declared adopted.

There being no further business the meeting, on motion, was declared adjourned.


Chairman


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

Held on

January 4, 1946

The regular monthly meeting of the Board of Directors was held on January 4, 1946, at 4 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Dayton
Dr. Cook
Judge Ritz
Judge Hudson
Mr. Flinn

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on December 14, 1945 were approved.

The Chairman called for the Librarian's report. The Librarian presented his report covering the month of December, which report was accepted and ordered filed, and the Librarian was directed to publish such parts thereof as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 136 and 137). Judge Ritz moved, Mr. Flinn seconding, that the bills be approved by the Library Board and that they be transmitted to the Board of Education for payment. The motion was carried.

Mr. Dayton reported that, at the request of the Chairman, he had discussed with Mr. Leo Loeb the claim of Mr. Bradford B. Laidley for a fee of \$450.00 for Mr. Laidley's services as Substitute Testamentary Trustee of the William A. Bradford, Jr. Estate, the fee to be deducted from the Bradford Memorial Fund. The position of the Board of Directors was discussed, and in the course of the discussion, Mr. Dayton moved

the adoption of the following resolution:

RESOLVED, That the Kanawha County Public Library consent to the payment of a fee of \$450.00 to Bradford B. Laidley for his services as Substitute Testametary, and that the Chairman of this Board and Central Trust Company be authorized to sign such papers as may be necessary in connection therewith; and

RESOLVED FURTHER,
That the accounting of George MacIntosh, Administrator of the Estate of William A. Bradford, as submitted to this meeting, be approved; and

RESOLVED FURTHER,
That the Chairman of this Board and the Central Trust Company be authorized to execute the settlement agreement submitted to the meeting through Leo Loeb, attorney for the William A. Bradford Estate, which shows that the Bradford Fund will receive \$2,468.68 in the final settlement of the William A. Bradford Estate, from which the said fee of \$450.00 to Bradford B. Laidley as Substitute will be deducted; and

RESOLVED FURTHER,
That Central Trust Company and the Chairman of this Board on behalf of Kanawha County Public Library be authorized to do such acts and sign such papers as may be required in the final settlement of the Estate of William A. Bradford.

The motion was seconded by Judge Ritz, and, a vote being taken, was carried.

The Chairman reported that Mr. Flinn had written in his capacity as Superintendent of Schools of Kanawha County that he was of the opinion that the payment of the salaries of Isobel Lynch and Leonore White to February 15, 1946, the effective date of their resignations, would not be approved by the State Auditor. After some discussion, Judge Ritz moved the adoption of the following resolution:

WHEREAS, At a meeting of this Board held on December 14, 1946 the resignations of Isobel Lynch and Leonore White were accepted to be effective on February 15, 1946, and,

WHEREAS, Both the said Isobel Lynch and Leonore White were in need of an extended rest because of their over-time work for Kanawha County Public Library during the past two years and more, while the Librarian has been in the U.S. Army and it has been impossible to have a full staff available because of war-time conditions; and,

WHEREAS, The members of this Board are cognizant of the efforts of Isobel Lynch and Leonore White on behalf of the library over and above what was reasonably to be expected of them, and are grateful for the growth of the library and the benefits to the public served by the library which have resulted from their endeavors; and,

WHEREAS, It was the intention of the Board to compensate them in small measure for their efforts by granting them a recuperation leave with pay, in view of their desire to sever their connection with the library on the return to duty of the librarian; and,

WHEREAS, It has been questioned whether this Board can legally compensate the said Isobel Lynch and Leonore White for their services in such manner,

THEREFORE, BE IT RESOLVED,

That the Board of Directors of the Kanawha County Public Library request the Superintendent of Schools of the State of West Virginia to obtain from the Attorney General a legal opinion as to the legality of payment of salaries to Isobel Lynch and Leonore White to February 15, 1946.

The motion was seconded by Dr. Cook, and, a vote being taken, it was unanimously carried.

The Librarian submitted the application of Miss Nancy Lee Roberts for the position of clerical assistant in the Catalog Department. After a discussion of the applicant's qualifications, Judge Ritz presented the following resolution:

RESOLVED, That Miss Nancy Lee Roberts be employed as a clerical assistant in the Catalog Department at a salary of \$95.00 per month beginning January 1, 1946.

The motion was duly seconded, and, a vote being taken, it was declared adopted.

The Librarian reported that he had been in communication with Mr. Robert H. Simonds, presently employed in the Minneapolis Public Library, regarding the position of Assistant Librarian left vacant by the resignation of Miss White. After consideration and discussion of Mr. Simond's qualifications, Judge Ritz moved, Judge Hudson seconding, that the following resolution be adopted:

RESOLVED, That Mr. Robert H. Simonds be employed as Assistant Librarian at a salary of \$2500.00 per year, effective as soon as he may be released from his present position.

A vote being taken, the motion was carried unanimously.

The Librarian reported that Mrs. Helen Frost, Assistant, Lincoln, Nebraska, City Library, had been recommended for the position of Head of the Adult Department, left vacant by the resignation of Mrs. Miller. After consideration and discussion of Mrs. Frost's qualifications, Judge Hudson moved, Mr. Dayton seconding, that the following resolutions be adopted:

RESOLVED, That the Librarian be authorized to open negotiations with Mrs. Frost regarding the position of Head of the Adult Department, and,

RESOLVED FURTHER,

That the Librarian be empowered to offer to Mrs. Frost the position of Head of the Adult Department at a salary of \$2500.00 per year if, after suitable negotiations, he is of the opinion she is qualified for the position.

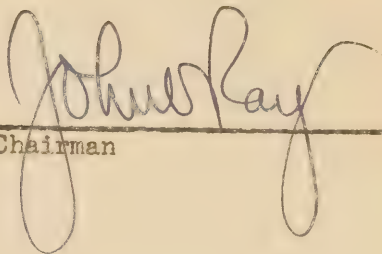
A vote being taken, the motion was carried unanimously.

On motion made by Mr. Dayton and seconded by Judge Ritz, the following resolution was unanimously adopted:

RESOLVED, That the Librarian's salary be increased to \$325.00 per month effective December 1, 1945.

The Librarian presented the resignation of Miss Patricia McDonie, page, which resignation was duly accepted.

There being no further business the meeting, on motion, was declared adjourned.


Chairman


Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

Held on

February 1, 1946

The regular monthly meeting of the Board of Directors was held on February 1, 1946, at 4 p. m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Judge Ritz
Judge Hudson
Dr. Cook
Dr. Hoffman
Mr. Flinn

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on January 4, 1946 were approved.

The Chairman called for the Librarian's report. The Librarian presented his report covering the month of January, which report was accepted and ordered filed, and the Librarian was directed to publish such parts thereof as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 138 and 139). Mr. Flinn moved, Dr. Hoffman, seconding, that the bills be approved by the Library Board and that they be transmitted to the Board of Education for payment. The motion was carried.

The Chairman stated that in accordance with the resolution passed by the Board at its meeting on January 4, 1946 regarding the payment of salaries to Miss Lynch and Miss White to February 15, 1946, the State Superintendent of Schools had been requested to obtain the opinion of the Attorney General as to the legality of said payment. There was some

discussion, and it was agreed that the Board should not pursue the matter further with the Board of Education unless and until a favorable opinion of the Attorney General is obtained.

The Librarian stated that during January two temporary pages had been employed to fill an existing vacancy, and Mr. Flinn moved the adoption of the following resolutions:

RESOLVED, That Robert Mays be employed as page at a salary of \$25.00 per month for the period January 7 to January 19 inclusive.

RESOLVED, That Beverly Coynes be employed as page at a salary of \$25.00 per month for the period January 23 to January 24 inclusive.

The resolutions were seconded by Judge Hudson, and, a vote being taken, were adopted.

The Librarian presented the application of Allan M. Whitaker for work as page, and Mr. Flinn moved the adoption of the following resolution:

RESOLVED, That Allan M. Whitaker be employed as page at a salary of \$25.00 per month beginning January 24, 1946.

The resolution was seconded by Judge Hudson, and, a vote being taken, was adopted.

The Librarian presented a letter addressed to the Board from the President of the Library Club of the Boys' and Girls' Department, requesting permission to invite to Charleston as the guest of the Library Club Miss Elizabeth Johnson, a young author, artist and editor now living in Falls Church, Virginia. It was pointed out that appearances in the Library in recent years of two outstanding persons in the field of children's literature, May Lamberton Becker and C. W. Anderson, had been highly beneficial in stimulating interest in the Library, and after discussion it was agreed that an invitation to Miss Johnson should be

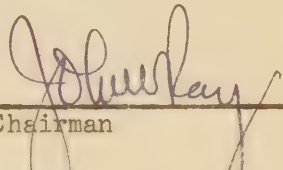
extended. Mr. Flinn then moved the adoption of the following resolution:

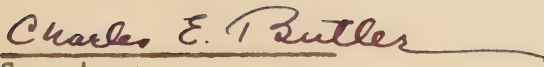
RESOLVED, That Miss Elizabeth Johnson be invited to Charleston as the guest of the Library Club, her traveling expenses to be paid from the funds of the Finance Committee.

The motion was seconded by Dr. Hoffman, and, a vote being taken, was adopted.

There was some discussion as to the desirability of obtaining for the Library complete files of the two Charleston daily papers, preferably in microfilm form, and the Librarian was directed to investigate the matter.

There being no further business the meeting, on motion, was declared adjourned.


Chairman


Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

Held on

March 1, 1946

The regular monthly meeting of the Board of Directors was held on March 1, 1946, at 4 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Miss Taylor
Judge Hudson
Dr. Cook

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on February 1, 1946 were approved.

The Chairman called for the Librarian's report. The Librarian presented his report covering the month of February, which report was accepted and ordered filed, and the Librarian was directed to publish such parts thereof as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 140 and 141). Judge Hudson moved, Miss Taylor, seconding, that the bills be approved by the Library Board and that they be transmitted to the Board of Education for payment. The motion was carried.

The Librarian stated that Mr. Charles House, driver of the Bookmobile, had requested that his salary be increased from \$135.00 per month to \$150.00 per month. There was some discussion, and it was agreed that in view of the extended schedule of the Bookmobile it would be desirable to raise the driver's salary to that received by the regular operators of the county school buses. The Librarian was directed to investigate the matter with the proper authorities and to bring a report to the Board at

its next meeting.

The Librarian reported that extra janitorial assistance was desirable if the Library is to be kept presentable for use by the public, and recommended that Mr. Roscoe Smith, who acted as janitor during Mr. Hoblitzell's illness in January, be employed for the performance of janitorial duties for two days each week. Miss Taylor presented the following resolution for adoption:

RESOLVED, That Mr. Roscoe Smith be employed as extra janitor for two days per week at a salary of \$5.00 per day.

The motion was seconded by Judge Hudson, and, a vote being taken, was declared adopted.

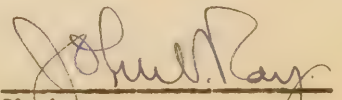
The Librarian reported that bids on the painting of the interior of the Library had been obtained last November, and requested authorization to expend from the \$3,000.00 appropriated for the purchase of steel book-stacks as much thereof as necessary for painting, the remainder of \$3,000.00 to be spent for the purchase of books. After discussion, Dr. Cook moved, Miss Taylor seconding, that the following resolution be adopted:

RESOLVED, That the interior of the Library be painted; and that Judge Hudson and Judge Ritz be, and hereby are, appointed a special committee, with full authority to act in respect thereto.

A vote being taken, the motion was declared adopted.

There was some discussion of instances of undesirable trespassing on the grass at the side of the building by motorists using the parking lot at the rear of the Library, and the Librarian was instructed to notify the proprietor of the parking lot to erect suitable barriers, at the proprietor's expense, to prevent a recurrence of trespassing.

There being no further business the meeting, on motion, was declared adjourned.


Chairman



MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

Held on

April 5, 1946

The regular monthly meeting of the Board of Directors was held on April 5, 1946, at 4 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Miss Taylor
Mrs. Clark
Mr. Dickinson

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on March 1, 1946 were approved.

The Chairman called for the Librarian's report. The Librarian presented his report covering the month of March, which report was accepted and ordered filed, and the Librarian was directed to publish such parts thereof as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 142 and 143).

Miss Taylor moved, Mrs. Clark seconding that the bills be approved by the Library Board and that they be transmitted to the Board of Education for payment. The motion was carried.

The Librarian reported, in connection with the salary of the driver of the Bookmobile, that the majority of the operators of Kanawha County school buses received salaries of \$145.00 per month. After discussion, Mrs. Clark moved, Miss Taylor seconding, that the following resolution be adopted:

RESOLVED, That the salary of the driver of the Bookmobile be increased to \$145.00 per month effective April 1, 1946.

A vote being taken, the motion was declared adopted.

The Chairman stated that Miss Miriam Sanborn, assistant in the Adult Department, had submitted her resignation, effective April 11, 1946. On motion duly made, seconded and adopted, Miss Sanborn's resignation was accepted.

The Librarian submitted the application of Mrs. Geraldine Bond of Charleston for the position of assistant in the Adult Department. After discussion of the qualifications of Mrs. Bond, Miss Taylor presented the following resolution for consideration:

RESOLVED, That Mrs. Geraldine Bond be employed as professional assistant in the Adult Department replacing Miss Miriam Sanborn, at a salary of \$170.00 per month, beginning April 11, 1946.

The resolution was seconded by Mrs. Clark, and, a vote being taken, was declared adopted.

The Librarian presented the application of Miss Elizabeth Quarrier for a six weeks' leave of absence beginning June 3, 1946, for the purpose of taking courses toward partial fulfillment of the requirements of the Bachelor's degree from Morris Harvey College. After discussion, Miss Taylor moved the adoption of the following resolution:

RESOLVED, That Miss Quarrier be granted a six weeks' leave of absence, without pay, provided she furnishes a satisfactory substitute during the period of her absence.

The motion was seconded by Mrs. Clark, and, a vote being taken, was declared adopted.

The Librarian reported that for various reasons, chiefly because of staff changes during the past fiscal year, there will be an anticipated surplus of approximately \$2,000.00 in the salary budget and recommended the employment of extra assistants for the months of May and June for special projects the present staff has not time to undertake. Such projects might include an inventory of the juvenile collection, a separate catalog

of bound periodicals, an index to West Virginia material, and others. After discussion, Mrs. Clark moved the adoption of the following resolution:

RESOLVED, That the Librarian be authorized to employ one professional and two clerical assistants, at salaries of \$150.00 and \$95.00 per month, respectively, for the months of May and June, 1946.

Miss Taylor seconded the motion, and, a vote being taken, it was declared adopted.

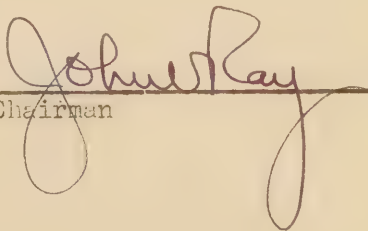
The Librarian stated that the first National Conference of the American Library Association since 1942 would be held in Buffalo, New York, the week of June 16-22, and that it would be of benefit to the Library to encourage the attendance of certain staff members. Miss Taylor moved, Mrs. Clark seconding, that the following resolution be adopted:

RESOLVED, That Finance Committee funds not to exceed \$200.00 be used to pay a part of the expenses of Mr. Simonds, Miss Brown and Miss Moore in attendance at the 1946 American Library Association Conference.

A vote being taken, the motion was carried.

There was some discussion as to the number of books stolen or withdrawn from the Library's collection, and the Librarian was requested to present a report on the matter at the next meeting.

There being no further business the meeting, on motion, was declared adjourned.


Chairman


Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

Held on

May 10, 1946

The annual meeting of the Board of Directors was held on May 10, 1946 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Dayton
Mr. Dickinson
Dr. Cook
Judge Hudson
Mr. Flinn

In the absence of Mr. Ray, the President, Judge Hudson was chosen to act as chairman by unanimous consent.

The minutes of the meeting held on April 5, 1946, were approved.

The Chairman called for the Librarian's report. The Librarian presented his report covering the month of April, which report was accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

The Chairman called for the Annual Report of the Librarian, who presented the Report for the period May 1, 1945 to April 30, 1946, and read excerpts from it. It was moved by Mr. Dayton, and duly seconded, that the Annual Report be accepted and filed as a part of the Minutes of the Annual Meeting and a copy thereof be transmitted to the Board of Education and to each member of the Board individually, and to each member of the Library Board, and that the Librarian submit such portions thereof as he deems advisable to the newspapers for publication. The motion was carried.

The Librarian reported that after consultation with Judge Hudson, Judge Ritz, and the Maintenance Department of Kanawha County Schools, the contract for painting the Library had been given to the Norris Painting Company, which

had submitted a bid of \$2,065.00.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills Nos. 144 and 145) and Mr. Flinn moved, Mr. Dickinson seconding, that the bills be approved by the Library Board and transmitted to the Board of Education for payment. A vote being taken, the motion was adopted.

The Librarian presented the applications of Miss Rhoda Whitlock and Miss Mildred Reeves for positions as clerical assistants in the Adult Department. After discussion of the qualifications of the candidates, Mr. Flinn presented the following resolutions:

RESOLVED, That Miss Rhoda Whitlock be employed as clerical assistant in the Adult Department at a salary of \$95.00 per month, beginning April 29, 1946.

RESOLVED, That Miss Mildred Reeves be employed as clerical assistant in the Adult Department at a salary of \$95.00 per month, beginning April 16, 1946.

The resolutions were seconded by Dr. Cook, and, a vote being taken, were carried.

The Librarian reported that Mrs. Carolyn Benedict had resigned from her position as clerical assistant in the Order Department effective May 2, 1946. The resignation was duly accepted.

On motion made by Mr. Dayton and seconded by Mr. Dickinson, the following resolution was unanimously adopted:

RESOLVED, That Mr. John V. Ray be nominated to serve as a member of the Board of Directors of the Kanawha County Public Library for a term of six years, beginning July 1, 1946, and that the said nomination be transmitted to the Board of Education with the request that the nominee be duly elected for said term.

The Chairman stated that nominations were in order for the offices of President, Vice-President, and Secretary of the Library Board for the next

fiscal year. Mr. Dayton moved that the Secretary be instructed to cast a unanimous ballot for re-election of the present officers. The motion was seconded by Mr. Dickinson, and a vote being taken, was declared adopted, and Mr. Ray was declared elected President, Mrs. Clark, Vice-President, and Mr. Butler, Secretary, for the ensuing year.

There being no further business, the meeting on motion, was adjourned.

Chairman

Charles E. Butler
Secretary

